

AKRON MUNICIPAL COURT
PROBATION OFFICER



DEFINITION

This is professional work in community corrections with adult misdemeanor offenders for Akron Municipal Courts. An employee in this class prepares presentence investigations, supervises probationary offenders and prepares recommendations for sentencing. Works under the general direction of the chief probation officer with considerable opportunity for exercising independent judgment in carrying out the duties and responsibilities of the work.

CHARACTERISTIC WORK

Conducts analytic interviews, and compiles psycho-social, educational, military, medical and criminal histories of defendants. Completes and evaluates preliminary chemical dependency and mental health assessments of defendants and makes treatment referrals. Obtains official report of incident and researches criminal and traffic records using local, state and national sources. Supervises defendant's participation in treatment programs and obtains and evaluates provider records. After organizing and analyzing data gathered in investigation stage, prepares written presentence investigation report (PSI) to be presented and explained to judge. Completes Victim Impact Statement and makes treatment recommendations and referrals as appropriate. Supervises and records progress of probationary offenders to assure compliance with court orders and treatment plans. Researches and prepares reports for sealing of record requests. Makes arrangements for admission of incarcerated offenders to various residential treatment programs. Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the criminal justice system, social service agencies, chemical dependency, psychological principles and interviewing techniques. Ability to express observations, impressions and opinions effectively in oral and written form. Must be able to exercise considerable independent judgment within the scope of assigned work.

EXPERIENCE AND EDUCATION

Graduation from an accredited college or university with a bachelor's degree in a social science or criminal justice field and two years experience in Corrections, Social Work or related area.

Submit resumes no later than Friday September 19, 2014 to:

Montrella S. Jackson, Esq.
Court Administrator
Akron Municipal Court
217 South High Street Suite 713
Akron Ohio 44308

AN EQUAL OPPORTUNITY EMPLOYER