

**Adams County Common Pleas**  
An Equal Opportunity Employer

**Position Description**

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Position Title: Probation In Take Clerk-Felony/Misdemeanor

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Division:	Probation Department	FLSA Status:	Non-exempt
	Court of Common Pleas	Civil Service Status:	Unclassified
Reports to:	Chief Probation Officer	Work Hours:	40 hours week
Probation:	1 Year		

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***Nature of Work in this Class***

Work involves the supervision of offenders placed on bond or community supervision by the Common Pleas Court and/or County Court. This position must ensure that assigned probationers are in compliance with all Court imposed conditions. The ideal candidate should be an innovative individual with a penchant for fresh ideas, creating and instituting supportive programs and establishing an environment for probationers to thrive and burgeon into productive adults.

**DUTIES:** The Probation In-Take Clerk will be under the direction of the Judge and Chief Probation Officer and will be actively involved in the day-to-day operation of the Common Pleas Court. This position will devote sufficient time and energy to goals of the court and the citizens of Adams County. The specific job duties include, but are not limited to:

- Conduct probation intakes
- Administer risk/needs assessments on each probationer
- Determine appropriate programming needs for each probationer assigned and conduct case plans/aftercare plans
- Conduct Pre-trial interviews
- Perform random alcohol and drug screens on offenders
- Create and maintain Pre-trial administrative files
- Serve as liaison between the Court and service providers
- Conduct Pre-sentence investigations and Pre Disposition Reports, TILC and CQE Reports
- Carry out all other duties as determined by the Judge or Chief Probation Officer
- Bring credit to the Court by insuring that in all circumstances, regardless of how stressful, common sense and professionalism prevail
- Comply with all court orders and rules, including standards of conduct
- The Adams County Common Pleas Court Probation Department staff shall make a reasonable effort to maintain compliance with the Community Corrections Act Grant standards.

**COMPENSATION:** Compensation of the In-take Clerk position shall be based on experience and skill set. Compensation also includes other such benefits as employees of the Adams County may be granted from time to time including vacation, sick leave, retirement, compensation, etc. The Adams County Common Pleas Court Probation Department staff shall make a reasonable effort to maintain compliance with the Community Corrections Act Grant standards

- **Performs Duties with Proper Respect and Fiduciary Obligations to Supervisors, Co-Workers, and Community.**
  - Accepts direction from supervisors, court administrator, and the judge.
  - Respectfully interacts with co-workers, colleagues, and probationers.
  - Maintains a positive attitude and strong work ethic, providing exceptional customer service at all times.
  - Maintains punctual and timely attendance.
  - Performs work efficiently and considerately of co-workers.
  - Exercises discretion and sound judgment regarding the confidentiality of all non-public information; does not sensationalize or disseminate public information of the Court.
  - Abstains from improper or inappropriate interaction with probationers that would impair the actual or perceived fair administration of justice.
  - Complies with all Court policies, guidelines, and protocols.

#### ***Marginal Functions***

- Completes required training on an annual basis.
- Performs related duties as required.

#### ***Knowledge, Skills and Abilities***

- Knowledge of probation principles and practices.
- Knowledge of law enforcement and correctional procedures.
- Knowledge of services available to probationers on a referral basis.
- Knowledge of court practices and procedures.
- Adhere to ethical guidelines set forth as part of the Court of Common Pleas Policies and Procedures.
- Ability to multi-task and prioritize tasks.
- Ability to communicate effectively with probationers, probation staff, judges, courtroom staff, treatment providers, victims, and other professionals in the Court system.
- Ability to work effectively under pressure and to remain calm in dangerous situations.
- Ability to maintain confidentiality of sensitive information.
- Ability to learn and utilize various computer systems.

#### ***Working Conditions***

Moderate noise in business office setting.

A person in this position may frequently deal with unpleasant, discourteous, or physically aggressive individuals.

Requires field work and home visits in volatile and dangerous situations.

#### ***Physical Demands***

- Work involves a significant amount of sitting, talking, listening and reaching with hands and arms.
- Work may involve occasional risk of exposure to physical injury, illness, or hazards as a continuous part of the position.
- Occasionally have exposure to unsafe working conditions, people, or elements and may have to take precaution when performing tasks.
- Visual ability sufficient to effectively operate a computer, copier, calculator, and fax machine.
- Hearing ability sufficient to record notes of court proceedings, hearings and conferences, and to converse with other individuals both in person and by telephone.
- Speaking ability sufficient to communicate effectively in person and by telephone.
- Ability to read and prepare reports with recommendations.
- Ability to read, write, speak, and understand the English language.

***Communications***

Conveys and receives information in person and over the telephone, as well as by automated means.

***Qualifications***

A bachelor's degree from an accredited institution in Criminal Justice Studies or related field or five year experience with direct supervision of offenders is preferred.

Or

Any combination of education, training, and work experience, which indicates possession of the minimum requirements for the position. Must possess the knowledge, skills and abilities as listed in the job description.

***Licensure and Certification***

Possession of a valid driver's license.

Active OYAS/ORAS certification; or, if not certified upon hire, must obtain certification within a timeline set by the employer.

Carey Guide Training

Motivational Interviewing

Supreme Court Probation Officer Training

***Please email all resumes with pay expectations to [vgrooms@adamscountycourts.com](mailto:vgrooms@adamscountycourts.com)***

<p>This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.</p>
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Adams County Court of Common Pleas  
**State of Ohio**

## Unclassified Service Explanation and Acknowledgment Form

### **Nature of Employment in the Unclassified Civil Service**

1. Employees in the unclassified civil service of the State of Ohio do NOT have a property interest in their positions.
2. Employees in the unclassified civil service of the State of Ohio will never gain a property interest in their unclassified positions regardless of the amount of time they remain in their unclassified positions.
3. Employees in the unclassified civil service of the State of Ohio serve at the pleasure of the appointing authority and may be removed from their unclassified position at any time and for any legal reason.
4. Employees who are removed from positions in the unclassified civil service of the State of Ohio do not have appeal rights to the State Personnel Board of Review.

I, \_\_\_\_\_ (name), acknowledge the following:

1. I have read and understand the information provided above about the nature of employment in the unclassified civil service of the State of Ohio.
2. I have read and understand the information provided above including the qualifications and functions about the nature of the position. By signing this form, I acknowledge that I agree and accept the responsibility of fulfilling the requirements of the position.
3. I acknowledge that the position of Juvenile Probation Officer/Bailiff/Court Security Officer that I occupy at the Adams County Court of Common Pleas is in the unclassified service per Section 124.11(A) (10) of the Revised Code.
4. I sign this form and accept appointment to this position in the unclassified service knowingly and voluntarily, and I acknowledge that I serve at the pleasure of my appointing authority, and that I have no protection under the civil service laws of the State of Ohio.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date