



**FRANKLIN COUNTY MUNICIPAL COURT**  
**375 South High St.**  
**Columbus, Ohio 43215-4520**  
**(614) 645-8214**  
**Employment Opportunity**

<b>JOB TITLE:</b>	Probation Officer Assistant Supervisor
<b>DEPARTMENT:</b>	Pretrial and Probation Services
<b>REPORT TO:</b>	Probation Officer Supervisor
<b>PAY RANGE:</b>	8
<b>STARTING SALARY:</b>	\$33.56/hour (\$69,804.80/year)
<b>HOURS:</b>	Full-time 8 a.m. to 5 p.m. or as assigned
<b>POSTED:</b>	June 21, 2022
<b>DEADLINE:</b>	July 5, 2022

**JOB PURPOSE AND OVERVIEW**

The Franklin County Municipal Court is one of the largest and busiest municipal courts in the state. The Court has fourteen judges in the General Division and one judge in the Environmental Division. Judges preside over civil, criminal, and traffic cases and conduct both jury and non-jury trials. The Department consists of approximately 100 employees. The Mission of the Department of Pretrial and Probation Services is to promote community safety by reducing recidivism, changing offender behavior, and fostering accountability through the effective use of evidence-based practices. Probation Officer functions include pretrial, investigation and supervision services. Supervision structures are determined by risk and need and include all types of cases that are referred by the judges of the Court. The Department also operates specialized caseloads including domestic violence, sexual offenses, soliciting, mental health, and electronic monitoring. The Pretrial and Probation Department strives to stay current and relevant with the ongoing goal of being an evidence-based organization.

The Probation Officer Assistant Supervisor is under the general direction of the Chief Probation Officer and the immediate direction of a Probation Officer Supervisor. A Probation Officer Assistant Supervisor's primary responsibility, in addition to maintaining a regular caseload, is to assist the Probation Officer Supervisors and the Department's Management Team in the performance of their duties. Assistant Supervisors play a crucial role in helping the Department meet its mission of promoting community safety by reducing recidivism, changing offender behavior, and fostering accountability through effective use of evidence-based practices. Assistant Supervisors take an active role in the development, implementation, sustainability, and success of the Department's strategic plan.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

- Perform all the duties of a Probation Officer, as assigned.

- Conduct the Ohio Risk Assessment System (ORAS) and other identified assessment tools to ensure appropriate supervision placement, intervention, and programming
- Develop an appropriate supervision plan to address the requirements of the Court, and the assessed and identified needs of a defendant
- Supervise and support defendants through the behavior-change process; skills and goal attainment; and compliance with court-ordered conditions of supervision which includes teaching new skills, role-playing with defendants and application of motivational interviewing skills
- Perform field work as needed; notify the Court of defendant compliance with supervision requirements; conduct arrests when necessary; and attend court hearings when required
- Conduct investigations for the Court and prepare written reports to assist judges in the determination of appropriate sentences, release conditions or the sealing of criminal offense records, as assigned
- Complete thorough, well-written reports that detail an individual's progress on supervision that include thoughtful and informed recommendations
- Supervise specialized caseloads consisting of environmental compliance issues; defendants convicted of domestic violence or related charges; substance using defendants; defendants with mental-health or developmental disability considerations; defendants convicted of sex offenses; or defendants ordered to a period of electronic monitoring or work release
- Maintain accurate, current, and thorough documentation and records
- Assist in the management and development of the supervisory functions within the assigned department Unit.
- Manage assigned department project or function as needed.
- Assist in the management of routine Assistant Supervisor duties including, but not limited to the department's attendance line, unit data collection and officer work product review and approvals.
- Assist in the department's continuous quality improvement process including, case reviews and case audits as required.
- Provide advanced training for staff.
- Assist officers in successfully meeting expectations by providing feedback, support and direction.
- Attend and actively participate in biweekly Management Team Meetings, as required.
- Actively participate and/or chair Department Committees or Workgroup.
- Assist in the data collection, review and analysis within assigned Unit.
- Attend and actively participate in assigned Unit's monthly Unit Meetings.
- Attend and actively participate in other assigned Unit activities, including: treatment team/program review meetings, Unit development meetings, as appropriate.
- Cover any supervisory functions as directed or as needed.

- Coordinate with supervisors and other assistant supervisors in providing necessary coverage per Department Coverage Policy.
- Ensure coverage when the assigned Probation Officer Supervisor is unavailable.
- Assist the Leadership Team in the development and advancement of the Department's Strategic Plan.
- Performs other duties as assigned.

## **QUALIFICATIONS AND REQUIREMENTS**

- Bachelor's degree from an accredited four-year college or university in one of the social sciences, psychology, sociology, criminology, or a closely related field.
- A minimum of five years' experience as a Probation Officer with demonstrated knowledge of legal terminology, pretrial and probation-related procedures, policies, trends and developments and evidence-based practices in Community Corrections.
- Ability to assess and supervise defendants effectively (e.g., assess and resolve problems, motivate defendants toward prosocial supports and activities, and facilitate interventions that assist defendants in changing their thinking and behavior)
- Knowledge and demonstration of managerial skills and organizational behavior to assist with supporting and motivating staff through stressful situations.
- Leadership and personal traits including patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, sound judgment and problem-solving skills.
- Willingness to attend supervisory and leadership related professional development opportunities.
- Ability to analyze problems and make recommendations and/or decisions to meet the Department's goals and objectives.
- Ability to work within a team management concept and to advance management objectives
- Demonstrated commitment to the values and mission of the Department.
- Ability to maintain sensitive and confidential information.
- Ability to communicate verbally effectively and professionally and in writing in English to diverse audiences.
- Knowledge of common office practices, procedures, and equipment.
- Pleasant personality and the ability to deal with potentially difficult people; and ability to interact and maintain effective working relationships with judges, employees, attorneys, litigants, law enforcement officers, and others conducting business with the Court.
- Conscious of and sensitive to the diversity within the Court's jurisdiction and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, sexual orientation and gender identity, racial, and ethnic backgrounds on a regular basis.
- Excellent time-management skills; ability to prioritize work; ability to work independently; and ability to work under time constraints.

- Ability to delegate work and assign work schedules.
- Professional appearance and demeanor appropriate for the position and the work environment as a representative of the Court.
- Demonstrated dependability, reliability, and excellent attendance record. Attendance is an essential part of this job.
- Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products such as Word, Outlook, and Excel, and the Court's case management software.
- Maintain a valid Ohio driver's license.

Preferred qualifications include:

- Prior supervisor experience a plus.
- Advanced knowledge of substance uses disorders, behavioral health and domestic violence issues.
- Proficient in efficient and effective case management skills, time management skills and multi-tasking.
- Certified to use Law Enforcement Automated Data Systems (LEADS), the Ohio Law Enforcement Gateway (OHLEG) and National Crime Information Center (NCIC), Bureau of Criminal Identification and Investigation, Federal Bureau of Investigation (FBI), and Interstate Identification Information Systems. Proficient in computer functions which include Forms Generation, Franklin County Justice System/Sheriff, Crystal Reports, Internet, CPD LEAP and Mug Shots. Be currently certified in self-defense and arrest procedures. Certified and proficient in the application and administration of Department's Risk and Need Screening and Assessment Tools.
- Additional consideration will be given to individuals who are fluently bilingual in Spanish and English with a college-level vocabulary in both languages, the ability to communicate complex information in both English and Spanish, and speak a language commonly used by people of Somalia for whom English is a second language or who are proficient in American Sign Language

## **BENEFITS**

The Franklin County Municipal Court offers an excellent benefits package that includes medical, prescription, vision, dental and life insurance; short-term disability; generous vacation, sick and personal leave; 11 paid holidays; longevity service payments; sick-leave reciprocity; employee-assistance and deferred-compensation programs; tuition reimbursement; and credit-union membership.

Court employees are members of the Ohio Public Employees Retirement System that provides retirement, disability, and survivor benefits for public employees. The Court pays the required employer's share of 14 percent of the employee's salary. Court employees do not have Social Security taxes withheld from their paychecks because they are members of OPERS.

## **APPLICATION PROCESS**

Applicants must submit the Court's employment application form, a resume and a cover letter addressed to Human Resources Assistant Morgan Smith that describes with some specificity how their qualifications match those required for the position by the application deadline.

The Franklin County Municipal Court Judges application can be found at <https://municipalcourt.franklincountyohio.gov/About/Employment/Employment-Opportunities>. Applications should be completed and submitted online by submitting materials to [HumanResources@franklincountymunicourt.org](mailto:HumanResources@franklincountymunicourt.org). Receipt of applications will be acknowledged by e-mail, and only those applicants invited for an interview will be contacted by telephone. Applicants are encouraged not to call or contact the human resources director any Court employee concerning their applications.

### **COURT EXPECTATIONS OF EMPLOYEE**

The Court expects employees will adhere to all court policies, guidelines, practices, and procedures; act as role models both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with supervisors about department issues.

### **AT-WILL AND EQUAL-OPPORTUNITY EMPLOYER**

Employees of the Court are at-will employees and serve at the pleasure of the Court; they are not in the classified civil-service system and are not members of bargaining units. The Court is an equal opportunity employer and does not discriminate based on age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status or genetic information.