



JOB DESCRIPTION

Position: Probation Officer/Deputy Bailiff I and II
Department: Tiffin/Fostoria Municipal Court
Date: _____

Classification: Full-time Hourly
Location: _____

GENERAL PURPOSE

Performs Assistant Bailiff Duties and Probation Duties and any other duties under the direction of the Chief Probation Officer-Bailiff or Presiding Judge. The positions of Probation Officer/Deputy Bailiff I and II are distinguished from each other based on the date of hire and the employee's experience and ability to master the duties and responsibilities of the position as determined by their supervisor and the Judge. A Probation Officer/Deputy Bailiff I and II may have some responsibilities to assist with the training of a Probation Officer/Deputy Bailiff I as directed by a supervisor.

SUPERVISION RECEIVED

Works under the general supervision of the Chief Probation Officer - Bailiff or Presiding Judge.

SUPERVISION EXERCISED

N/A

ESSENTIAL DUTIES AND RESPONSIBILITIES

50% (1) Deputy Bailiff Duties – Under the direction of the Chief Probation Officer – Bailiff or Presiding Judge. Must have and maintain reasonable knowledge of the operations of the courts. As directed by the Bailiff and to assist in Bailiff's duties – must maintain security at all times during court to assure that the judge, court personnel, and any persons visiting the courts are safe. Will be responsible for the security of the courthouse and have the ability to recognize any unusual or threatening conditions and take appropriate action; conduct all phases of court including swearing in witnesses, swearing in the jury; organize cases in order to ensure smooth operation of daily court activities; required to immediately effectuate the judge's orders on vehicle impounds and/ or immobilizations and maintain record of such

May be required to serve writs and orchestrate smooth transitions of property back to the owner(s). Locate persons who cannot be located by the clerk's office by utilizing

local resources in order to reinstate compliance on any court whether it be financial or otherwise. Will be required to place Individuals/defendants into custody. (Handcuff them.)

50% Probation Duties: Manage a large caseload of probationers; communicate well and have knowledge of local services in order to provide necessary treatment in order to minimize repeat offenses. Required to gather concise information and write biographies of offenders and include a sentencing recommendation (pre-sentence investigation). Provide contact with offenders through face-to-face contacts in the office or at the offender's home. Obtain samples of breath or urine for the detection of illegal substances and make the appropriate recommendation for increased sanctions, or immediate arrest. Maintain annual qualifications with firearm and maintain record of same.

Maintain files and perform all functions related to supervision of offenders including clerical duties, returning phone calls, and other clerical functions such as answer the phone, screen mail, maintain probation files, schedule appointments, assist with preparation of state and local reports and statistics, attend meetings and seminars and other assignments as directed by the Chief Probation Officer. May be required to find probationers placement for inpatient rehab and/or outpatient rehab. May be required to answer phone calls from law enforcement agencies or others after work hours.

KNOWLEDGE OF PERIPHERAL DUTIES

Fill in for Bailiff-serving subpoenas; serving evictions, preparing daily mail, supervise/oversee setouts.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

High school Diploma. Minimum of four-year degree in Law Enforcement/Criminal Justice or related field, plus one and a half years' experience in Social Work and/ or Criminal Justice Field, or an equivalent combination of education, training, or experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Must have the physical ability to perform tasks of the job in securing and transporting of offenders or probation violators, and be physically able to provide security for the court.
- Must have exceptional communications skills and organizational skills; writing skills, and computer competency.
- Willingness to participate in continuing education and maintain the confidentiality of the courts.

- Must be a self-starter capable of working with little or no supervision.
- It is imperative to be at work on time and at your work station at designated time.
- Must be trustworthy and maintain integrity and confidentiality of the court at all times.
- Must dress in a professional manner. (No spandex/yoga pants, flip flops, cut off shirts, etc.).
- No facial piercings.
- No inappropriate language or conduct will be tolerated.

Computer operation, adding machine or calculator operation, use of modern office equipment, motor vehicle operation, deal with many variables and determine specific action, exercise independent judgment discretion, communicate effectively, develop and maintain effective, working relationships, resolve complaints, calculate fractions, decimals, and percentages, maintain records, according to established procedures, prepare accurate documentation, gather, collate, and classify information; compile and prepare reports, define problems, collect data, establish facts and draw valid conclusions.

MINIMUM ACCEPTABLE CHARACTERISTICS

Knowledge of:

Office practices and procedures; department policies and procedures, bookkeeping, records management, Ohio Revised code, court filing procedures, legal terminology, courtroom procedures and practices (able to learn and comprehend all of this).

Salary depending on experience.

SPECIAL REQUIREMENTS- LICENSURE or CERTIFICATION REQUIREMENTS

Must possess valid Ohio vehicle operator's license with acceptable driving record. May be required to complete firearm training at the discretion of the administrative judge and maintain qualifications through law enforcement training.

TOOLS AND EQUIPMENT USED

The following are examples only and are not intended to be all-inclusive. Motor Vehicle, computer, printer, copy machine, facsimile machine, calculator, typewriter, firearms, mace, taser, handcuffs, handcuff key. Know how to use and read drug tests.

PHYSICAL DEMANDS - INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS -For purposes of ORC 4167.

Occasional: Exposure to bodily waste, tissue or fluids, inclement weather conditions, aggressive dogs, unsanitary homes/buildings.

Periodic: Contact with potentially violent or emotionally distraught persons; apprehension of criminals fleeing from court, and home visits, animals; aggressive dogs/other animals.

WORK ENVIRONMENT

The employee is exposed to, use or work with or in the vicinity of general office equipment; noise; lighting; eye strain; ergonomics; electrical hazards; trip hazards; exits; stairways; ramps; shelving, portable fire extinguishers and the general public.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: _____
Supervisor/Dept. Head

Signature: _____
Employee:

Effective Date: _____

Revision History: _____