

Pickaway County Court of Common Pleas  
Adult Probation Department  
207 South Court Street  
Circleville, OH 43113

William Greer  
Chief Probation Officer  
Ph: 740-420-5430  
wgreer@pickawaycountyohio.gov

P. Randall Knece, Judge

---

## **Adult Probation Officer**

Pickaway County Common Pleas Adult Probation Department is seeking an individual to add to our team. We are pursuing an individual who will work directly with felony offenders in various environments and coordinate treatment needs to ensure their compliance with court conditions.

Salary: \$18.00 -\$23.00 based on experience

**Summary of Position:** Reports to the Chief Probation Officer or Designee

**Status:** Full-time

**Supervisory Responsibility:** None

**Probationary Period:** Six Months

**Essential Functions:**

- Supervise a caseload of offenders under the jurisdiction of the Pickaway Common Pleas Court consisting of:
  - Daily monitoring of each offender's case
  - Obtain offender information including court records, social history, arrest reports, mental health
  - Meeting with the offender face to face, on a regular basis
  - Phone and personal contact
  - Home/Field visits
  - Court hearings
  - Assisting offender in making positive decisions
  - Drug screen offenders
  - Keep accurate and timely notes on offender's progress
  - Review employment
  - Perform interviews and prepare reports
  - Monitor offenders Community Service Hours Completed
  - Monitor offenders Paying any cost or restitution balances
- Attend various meetings with different agencies
- Conducts offender assessments to determine appropriate risk/need levels
- Make referrals to other county agencies for services
- Provides targeted interventions to lower criminogenic needs
- File violations of court orders
- Accurately and thoroughly document progress of each offender and their files
- Keep up to date with computer skills and usage

- Make sound decisions regarding incarceration
- Make recommendations to the court for disposition options
- Maintain confidentiality of offender's cases
- Make sure all fingerprinted and DNA are on file, as required by law
- Transport offenders when necessary
- Implement evidence-based case management process for offenders' behavior modification
- Prepare reports to be submitted to Common Pleas Court
- Remain Professional and uphold the duty of the Court at all times

**Required Knowledge, Skills, and Abilities:**

- Thorough knowledge of and experience with Adult Probation activities and related policies and procedures.
- Effective written and verbal communication skills; excellent interpersonal skills; ability to work courteously, effectively, confidentially and tactfully with offenders, outside organizations and groups, staff, and volunteers especially in relation to matters of major policy or managerial concern.
- Ability to operate relevant computer systems including hardware and software, such as Microsoft Office- word, excel, outlook, internet navigation, OCSS, and standard office equipment.
- Knowledge of procedures used in preparing and distributing publicity and public information material.
- Ability to prepare a variety of correspondence, reports, court entries, memorandum, etc., as directed.
- Ability to establish and maintain effective working relationships and be committed to excellent internal and external customer service.

**Minimum Qualifications:**

Per Ohio Revised Code 2301.27 these minimum qualifications are prescribed by the Ohio Department and Correction for Adult Parole Authority Officers and therefore must be met before an officer can be appointed to the Pickaway County Probation Department:

- Bachelor's Degree from accredited college or University. OR an associate degree from an accredited college or University; 2 years' experience in criminal justice, corrections, law enforcement, social service or related field.
- No legal prohibition against carrying a firearm.
- Valid driver's license.
- Able to pass a background check and drug test.

Or equivalent of minimum qualifications for employment listed above.

Prior experience with the court or legal system is a plus. Proficiency in computers and case management software is necessary.

If interested submit all resumes to William Greer at: [wgreer@pickawaycountyohio.gov](mailto:wgreer@pickawaycountyohio.gov)