

January 23, 2012

Dear Concerned Community Official:

The City of Xenia is accepting applications in the form of a resume and cover letter for the position of:

***PROBATION OFFICER  
XENIA MUNICIPAL COURT***

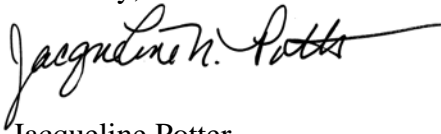
In light of your interest in community affairs, we are soliciting your help and welcome your assistance in recruiting minority applicants for this position. Attached is a copy of the Job Description with information and application filing requirements.

Resumes and cover letters will be accepted beginning ***Tuesday, January 24, 2012*** at the City Hall Reception Desk, Human Resources Department, 101 N. Detroit Street, Xenia, Ohio 45385, or on our website at [www.ci.xenia.oh.us](http://www.ci.xenia.oh.us) (click “Employment Opportunities”).

Completed applications must be received by the City of Xenia Human Resources Department no later than ***4:30 pm, February 6, 2012.***

We look forward to working with you. If you or any potential applicants have any questions, please contact me at 376-7273.

Sincerely,



Jacqueline Potter  
Human Resources Director

See attached job description/posting.

# Xenia Municipal Court

## Job Description

<b><u>PROBATION OFFICER</u></b>	
Department:	Probation Office
FLSA Status:	Non-Exempt
Salary Range:	03 Range \$37,523.20-\$54,392.00 (Depending on Experience) Position May Be Subject to Partial Grant Funding
Immediate Supervisor:	Chief Probation Officer/Program Director
Supervises:	NA
Work Schedule:	Regular Operational Hours of the Probation Dept
Date Revised:	January 23, 2012

This position is responsible for the enforcement of all Court Orders and terms of probation for the Xenia Municipal Court. Probation Officers work under the general oversight of the Chief Probation Officer with opportunity to use discretion in carrying out the duties and responsibilities of their work, as long as compliant with the policies and procedures of the XMC and Probation Office.

**The specific duties of this position include but are not limited to:**

- Adhere to the vision of XMC as documented in the XMC Employee Handbook and the XMC Probation Standard Operation Procedures Manuel.
- Conduct Presentence Investigations (PSI's), supervise probationers, and prepare recommendations for sentencing.
- Inform, explain, and advise probationers of the terms and conditions of probation, including office visits, financial payments, educational/employment stipulations, treatment programs, curfews, and other special conditions ordered by the Court.
- Complete and evaluate preliminary chemical dependency and mental health assessments of probationers and make treatment referrals.
- Arrange for installation and supervision of ignition interlock systems and electronically monitored house arrest equipment
- Supervise probationers' participation in treatment programs and obtain and evaluate provider records.
- Update and maintain probation files and document each case on the Court's CMS docket to show compliance with Court orders.
- Conduct field investigations at the probationer's residence, place of employment, etc.
- Report status of compliance and any violation(s) to the Judge and/or other Court departments as required.
- Schedule and attend court hearings for probation violations.
- Establish and maintain professional relationships with service providers in order to facilitate the continued flow and exchange of information.

THIS JOB DESCRIPTION IS A GUIDE, NOT CONTRACTUAL IN NATURE AND THE DUTIES AND RESPONSIBILITIES ARE SUBJECT TO CHANGE.

# **Xenia Municipal Court**

## **Job Description**

- Maintain and foster a professional and positive work environment in the Probation Office and Courtroom.
- Monitor and/or administer urine and/or alcohol testing to ensure compliance with court orders.
- Attend staff meetings as requested by the Chief Probation Officer, Judge, or Clerk of Court.
- Participate in regular training programs as recommended by the Chief Probation Officer.
- Be prepared, equipped, and available to mediate with probationers, and at times, the general public when those individuals are under duress or posing general questions or concerns with regard to probation matters.
- Perform other functions as designated by the Judge, Clerk of Court, or Chief Probation Officer.

## **MINIMUM QUALIFICATIONS**

- An appropriate combination of post high school education, training, course work, and experience may qualify an applicant for this position, by demonstrating required knowledge, skills and abilities. An example of an acceptable qualification is: A bachelor's degree from an accredited college in criminology, psychology, sociology, or related human services field.
- Pass security and background check as well as a pre-employment drug screen.
- Basic knowledge of Ohio Criminal and Traffic Law, correctional practices, and court and probation department policies and procedures.
- Ability to obtain and maintain certification in the use of firearms, ASP, OC Spray, Taser, etc.
- Knowledge of CCA grants, CCIS, and Evidence Based Practices
- Technical/Computer proficiency in the software/hardware that the Court is currently using as well as the current case management system of the Court and other Court-related web support sites.
- Ability to establish and maintain productive working relationships with co-workers, attorneys, law enforcement officers, Court officials, and the public.
- Flexible in terms of ability to develop new documentation in conformity with changes in the law and other requirements imposed upon the Court.
- Possession of a valid driver's license.

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CLASSIFIED AD

PROBATION OFFICER

The Xenia Municipal Court is seeking qualified applicants for the position of Probation Officer. The successful applicant will be responsible for the enforcement of all Court Orders and terms of probation for the Xenia Municipal Court.

**Qualifications include:** Bachelor's degree from an accredited college in criminology, psychology, sociology, or related human services field; Basic knowledge of Ohio Criminal and Traffic Law, correctional practices, and court and probation department policies and procedures; Knowledge of CCA grants, CCIS, and Evidence Based Practices; Technical/Computer proficiency in the software/hardware that the Court is currently using as well as the current case management system of the Court and other Court-related web support sites; and the ability to establish and maintain productive working relationships with co-workers, attorneys, law enforcement officers, Court officials, and the public; and the ability to obtain and maintain certification in the use of firearms, ASP, OC Spray, Taser, etc.

Pay range \$18.04 to \$26.15, DOQ. Please send cover letter and resume to the Human Resources Director, City Hall, 101 North Detroit St., Xenia, OH 45385 by **4:30 p.m., Monday, February 6, 2012.**

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