

Maumee Municipal Court

Job Description

<u>Deputy Clerk Supervision (Probation)</u>	
Department:	Supervision Office
FLSA Status:	Non-Exempt
Immediate Supervisor:	Chief Supervision Officer
Supervises:	NA
Work Schedule:	Regular Operational Hours of the Supervision Dept
Date Revised:	February 9, 2018

This position is responsible for the enforcement of all Court Orders and terms of probation for the Maumee Municipal Court. Supervision Officers work under the general oversight of the Chief Supervision 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 MMC and Supervision Office.

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

- Adhere to the vision of MMC and the Court policies and procedures as documented in the MMC Personnel Rules.
- 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.
- Assess the need for chemical dependency and mental health assessments of probationers and make treatment referrals.
- Assist with SCRAM, EHM and GPS bracelets and monitoring, when necessary.
- 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 docket to show compliance with Court orders.
- 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.
- Maintain and foster a professional and positive work environment in the Supervision 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 Supervision Officer, Judge, or Clerk of Court.

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- Participate in regular training programs as recommended by the Chief Supervision Officer.
- 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.
- Communicate with client's attorneys regarding their sentencing and probation, when needed.
- Perform other functions as designated by the Judge, Clerk of Court, or Chief Supervision 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 criminal justice, psychology, sociology, or related human services field, and/or an associate's degree from an accredited college plus three years experience in a related 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.
- 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.
- ORAS and LEADS certified preferred.
- Possession of a valid driver's license.

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INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the City.

Job descriptions are not intended as and do not create contracts. The City maintains its status as an at will employer and, accordingly, may terminate an employee for any reason not prohibited by law, unless such status as applied to a particular employee is modified by a collective bargaining agreement or the rules and regulations of the Civil Service Commission of the City.

Employee name

Date

Employee signature

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Revised: 2/9/2018