



## Montgomery County Juvenile Court

Judge Helen Wallace  
Judge Julie Bruns  
Court Administrator Eric Shafer



**Job Title:** Probation Supervisor (Intake)

**Department:** Probation

**Posting Closing:** Until Filled

**Position Location:** 3501 Merrimac Ave Dayton, OH 45405

**Job Type:** Full-time

**Salary:** \$58,406.40

**Shift:** 8:30am-4:30pm 4 Days/week; 11am-7pm one day/week

### **BENEFITS**

**Insurance:** Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

**Paid Time Off:** Paid Vacation, Sick Leave, Personal Leave, and Parental Leave

**Retirement:** Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

**Other:** Tuition Reimbursement

### **DISTINGUISHING JOB CHARACTERISTICS**

Manages a unit of probation staff that work with a variety of cases that include; intake, adult probation and special education. Provides leadership within Probation Services in coordinating and facilitating departmental and unit activities.

**“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”**

### **QUALIFICATIONS**

Master’s degree in psychology, sociology, criminal justice, social work preferred, with 3 years’ experience in the juvenile justice system. A Bachelor’s Degree with 10 years’ experience in juvenile justice may be substituted at the Director’s discretion.

The ability to pass a criminal background check. Valid Ohio Driver’s License and Insurance.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

Contact Info: [hr@mcjcoho.org](mailto:hr@mcjcoho.org)

**AN EQUAL OPPORTUNITY EMPLOYER**

**POSITION DESCRIPTION**  
**Montgomery County Common Pleas Court**  
 Juvenile Division

**CLASSIFICATION TITLE: Juvenile Probation Supervisor (Intake)**

<b>FLSA STATUS</b>	Exempt	<b>EMPLOYMENT STATUS</b>	Full-time
<b>CIVIL SERVICE STATUS</b>	Unclassified	<b>REPORTS TO</b>	Probation Operations Manager
<b>PAY GRADE</b>	A25	<b>WORK SCHEDULE</b>	40 hours per week
		<b>DEPARTMENT</b>	Probation Services [Work Program]

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.*

Supervises staff that work with a variety of cases. The caseloads include the Intake Probation Officer(s) who screens, investigates and assesses each case that is assigned to community control and makes recommendations. The Adult Probation Officer who is responsible for working with adults who have been convicted of a misdemeanor level offense against a juvenile. Lastly, the Special Education Probation Officer that works with youth who have an IEP or have intensive education needs.

Prepares, maintains and evaluates required and special reports. Tracks mileage and other statistical data. Completes daily record keeping ,monthly progress reports, quarterly reports, grant application, and supervisor monthly reports.

Participates in the screening, selection and training of new staff.

**OTHER DUTIES AND RESPONSIBILITIES**

**SCOPE OF SUPERVISION**

Intake probation Officer, Adult Probation Officer, Special Education Probation Officer, IEP Compliance Coordinator.

**EQUIPMENT OPERATED**

Computer; fax machine, telephone, copier, calculator, typewriter, and other general office equipment; county vans.

### CONTACTS WITH OTHERS

Probation officers; Magistrates; Judges; Director of Probation Services; Clerk's Office; Financial Officer; Court Administrator; Unit Supervisors; Intervention staff; Grant Specialist; governmental agencies; community agencies

### CONFIDENTIAL DATA

Information pertaining to Juveniles; youth case jackets containing confidential information and records.

### WORKING CONDITIONS

Good office working conditions. Occasional exposure to juveniles.

### USUAL PHYSICAL DEMANDS

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing duties of this job, the employee frequently sits for extended periods of time, and occasionally stands and walks while visiting work sites. Employee converses verbally with others in person and by telephone. Job occasionally requires close, relatively detailed vision demands when entering data and viewing a computer screen.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** Juvenile Court and process, policy and procedure; counseling; treatment approaches; criminal justice system; Court and community social agency services; bookkeeping procedures; management principles.

**Ability to:** apply management principles to practical work situations; speak effectively before groups; maintain good public relations as Court representative; establish and maintain effective work relationships with associates and job contacts; exhibit good organizational skills; maintain confidentiality of confidential and sensitive information; handle sensitive inquiries from and contacts with officials and general public; engage the education and private sector community in treatment.

**Skill in:** work site supervision; oral and written communication; operation of computer; application of job software programs; preparation of operational and statistical reports; making management decisions; program planning, implementation, assessment and administration.

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LICENSURE OR CERTIFICATION REQUIREMENTS

None

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

**I have read the above job description and fully understand my responsibilities.**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_