

Huron County Juvenile Court Job Posting

Probation Officer

Norwalk, Ohio

Full Time

Salary: \$35,000 to \$37,000

Job Responsibilities:

- Supervise youth placed on probation.
- Meet with child and parents to explain probation rules and monitor compliance.
- Maintain regular contact with schools, law enforcement agencies, mental health and social service agencies.
- Make appropriate program and agency referrals;
- Maintain accurate case notes;
- Serve as court liaison with youth and family.
- Conduct drug tests, make detention and electronic monitoring recommendations and handle necessary arrangements.
- Attend hearings for supervised youth, testify, take appropriate case notes, provide necessary information for journal entry preparation, make dispositional recommendations and referrals.
- Serve as on call court probation officer handling after hours calls and making necessary decisions and arrangements, including detention (on rotating basis).
- Perform miscellaneous tasks as directed by the Judge, Court Administrator, and Chief Probation Officer.

Qualifications:

- Bachelor's degree in criminal justice, education, or one of the social sciences or related experience.
- Knowledge of computers and applications including, but not limited to Microsoft Word, Excel and Outlook.

Apply by submitting resume to cmushett@hcjpc.com by August 26, 2022.