

**JOB DESCRIPTION**  
**Probation/Administrative Assistant – Part-time (Maximum 29 hrs/week)**  
**County Court District 1, Clyde**

**Qualifications:**

Must be a high school graduate and either working toward a four-year degree in Law Enforcement/ Criminal Justice or at least 6 months experience in a related field such as Social Work and/or Criminal Justice field, or an equivalent combination of education, training, or experience. Experience working with financial matters is preferred. Must have exceptional communication skills, writing skills and computer competency. Willingness to participate in continuing education and maintain the confidentiality of the courts. Must have exceptional communication and organizational skills. Must be a self-starter capable of working with little or no supervision. Must be trustworthy and maintain integrity and confidentiality of the court at all times. This position is considered “unclassified service” as that term is used in ORC 124.11 and serves at the pleasure of the administrative judge.

**Licensure or Certification Requirements:**

Must possess valid Ohio vehicle operator's license with acceptable driving record (no serious driving violations). May be required to complete firearm training at the discretion of the administrative judge and maintain qualifications through law enforcement training.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.

Motor Vehicle, computer, printer, copy machine, facsimile machine, calculator, typewriter

**ESSENTIAL FUNCTIONS OF THE POSITION:** (\* indicates developed after employment)

Probation Duties – Assist the Probation Officer in managing a large caseload of probationers; communicate well and have knowledge of local services in order to provide necessary treatment in order to minimize repeat offenses. Gather information and provide concise summary and/or sentencing recommendation to judge. Provide contact with offenders through face-to-face contacts in the office. Obtain samples of breath or urine for the detection of illegal substances and. Maintain files and perform functions related to supervision of offenders including clerical duties, returning phone calls, and other clerical functions such as answer the phone, screen mail, maintain probation files, schedule community service work for probationers, schedule appointments, assist with preparation of state and local reports and statistics, attend meetings and seminars and other assignments as directed by the supervising Probation Officer and Judge.

**OTHER DUTIES AND RESPONSIBILITIES:**

Other duties as assigned by Judge, including administrative functions for the court such as preparation of reports, updating reference materials and other duties. In addition, the candidate may occasionally be called upon to assist with the duties of bailiff and may be directed by the judge to assist the deputy clerks when appropriate. Office location in Clyde County Court and may include travel as directed by the supervising probation officer or Judge.

Salary depending on experience.