

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

**Agency:** Clerk of Court  
**Name:**  
**Class Title:** Probation Officer/Assistant Bailiff  
**Unit:**  
**Position Title:**  
**Class Number:**

**Dept./Div.:** County Courts  
**Reports To:** County Court Judge  
**Pay:** Resolution  
**Civil Service Status:** Unclassified  
**Employment Status:** Full-time  
**FLSA Status:** Non-exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

Must be a high school graduate with at least a four-year degree in Law Enforcement or Criminal Justice, plus one and a half years experience in Social Work and / or Criminal Justice field, or an equivalent combination of education, training, or experience. Must have the physical ability to perform tasks of the job in securing, transporting of offenders or probation violators, and be physically able to provide security for the court. Must have exceptional communication and organizational skills, writing skills, computer competency and typing skills. Willingness to participate in continuing education and maintain the confidentiality of the courts. 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.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess valid Ohio vehicle operator's license with acceptable driving record. May be required to complete firearm training at the discretion of the 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.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** For purposes of ORC 4167.

Occasional - Exposure to bodily waste, tissue or fluids.

Periodic - Contact with potentially violent or emotionally distraught persons.

The employee is exposed to, use or work with or in the vicinity of general office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers and the general public.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Printed Name)

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## POSITION DESCRIPTION

<b>Agency:</b>	Clerk of Courts	<b>Unit:</b>	
<b>Name:</b>		<b>Position Title:</b>	
<b>Class Title:</b>	Probation Officer/Assistant Bailiff	<b>Class Number:</b>	
<b>Supervisor's Title:</b>	County Court Judge	<b>Number:</b>	

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**Supervises:** N/A

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

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

(1) Assistant Bailiff Duties - Under the direction of the Chief Probation Officer - Bailiff or Presiding Judge. Must have and maintain reasonable knowledge of the operation of the courts. As directed by the Court and to assist in Bailiff's duties - must maintain security at all times during court to assure that the judge, court personnel, and any persons visiting the courts are safe. Will be responsible for the security of the courthouse in the absence of the Bailiff and have the ability to recognize any unusual or threatening conditions and take appropriate action; conduct all phases of court including swearing in witnesses, swearing in the jury; organization of cases to ensure smooth operation of daily court activities if requested; required to immediately effectuate the judge's orders on vehicle impounds and / or immobilizations and maintain record of such in the absence of the Bailiff.

- (1)    **Knowledge of:**       (a); (b); (d); (e); (f); (g); (h)  
      **Skill in:**           (i); (l).  
      **Ability to:**       (m); (n); (o); (p); (q); (s); (t); (u); (v).

(2) Probation Duties - Manage 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. Required to gather concise information and write biographies of offenders and include a sentencing recommendation (pre-sentence investigation). Provide contact with offenders through face-to-face contacts in the office or at the offender's home. Obtain samples of breath or urine for the detection of illegal substances and make the appropriate recommendation for increased sanctions, or immediate arrest. Maintain annual qualifications with firearm and maintain record of same. Maintain files and perform all 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 Chief Probation Officer.

- (2)    **Knowledge of:**       (a); (b);(c); (d); (e); (f).  
      **Skill in:**           (i); (j); (k); (l).  
      **Ability to:**       (m); (n); (o); (p); (q); (r); (s); (t); (u); (v); (w).

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### **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** (a) office practices and procedures;\* (b) department policies and procedures;\* (c) bookkeeping; (d) records management; (e) Ohio Revised Code; (f) court filing procedures; (g) legal terminology; (h) courtroom procedures and practices;

**Skill in:** (i) computer operation; (j) adding machine or calculator operation; (k) use of modern office equipment; (l) motor vehicle operation.

**Ability to:** (m) deal with many variables and determine specific action; (n) exercise independent judgment and discretion; (o) communicate effectively; (p) develop and maintain effective working relationships; (q) resolve complaints; (r) calculate fractions, decimals, and percentages; (s) maintain records according to established procedures; (t) prepare accurate documentation; (u) gather, collate, and classify information; (v) compile and prepare reports; (w) define problems, collect data, establish facts and draw valid conclusions;