



Hamilton County Personnel/Civil Service

Full-time position available immediately!

Probation Officer/Probation Officer Trainee

The Hamilton County Probation Department has a new full-time Probation Officer/Probation Officer Trainee opening. The incumbent will provide evaluation, investigation, and supervision services for persons within the jurisdiction of the courts. This is the beginning position at the professional level in probation work. The duties require the application of modern social work techniques in making evaluations of adults or juveniles and in supervising persons on probation.

Pay begins at: Probation Officer: \$27.83 - \$29.48/hr OR Trainee: \$24.05 - \$25.70/hr.

What You'll Do:

- May be assigned to an intake unit to evaluate matters for adjustment at the intake level or to perform supervision of persons in lieu of court action;
- Obtains and analyzes social and legal data and prepares reports in relation to matters pending in the courts concerning persons awaiting disposition by the courts;
- Interprets conditions of sentence to persons placed under probation supervision, supervises such individuals by ascertaining compliance with conditions of probation, and counsels and assists them in problems related to compliance and to the maintenance of lawful behavior in the community;
- Prepares progress reports on persons under supervision and periodically reviews case histories to determine degree of adjustment;
- Prepares violation reports and testifies at violation hearings;
- Establishes and maintains contact with other social and law enforcement agencies and cooperates with them in matters of mutual interest;
- Helps to maintain a variety of records utilized by the probation office.

NOTICE: Candidate chosen for the position will be given a provisional appointment, must take a civil service examination, and be in the top three scores to retain position.

Probation Officer Minimum Qualifications: Graduate degree in social work, education, administration, law, sociology, psychology, criminology, or a related field; OR a Bachelor's degree and two years' experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric or medical social work, or related work; OR appropriate combination of above training and experience.

Probation Officer Trainee Minimum Qualifications: Possession of a bachelor's degree from a regionally accredited college or university or one recognized by the State Education Department, with thirty (30) credit hours in the social or behavioral sciences.

Applications accepted until the position is filled.