

ERIE COUNTY

JOB POSTING #2023-019

POSITION: PT Assistant Bailiff/Probation Officer

DEPARTMENT: Municipal Court

SALARY RANGE: Peace Officer/Side Arm Certified
\$17.50/hour – Probationary
\$18.00/hour – After probation
Non-Peace Officer/Side Arm Certified
\$15.25/hour – Probationary
\$15.75/hour – After probation

POSTING DATE: 8:00 a.m., March 27, 2023

CLOSING DATE: 4:30 p.m., September 23, 2023

MINIMUM REQUIREMENTS

Must have at least ten (10) years of experience in the criminal justice system. Must be able to work day and evening hours and be available to law enforcement officers after court hours. Must be trained and experienced in LEADS. Must have the ability to relate effectively and maintain order in difficult situations. Must qualify for bond with no criminal record (including traffic). Valid driver's license with an acceptable driving record is required.

Pre-employment testing required.

An in-depth job description can be reviewed at the Human Resources Office on Columbus Avenue.

Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, www.eriecounty.oh.gov, where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at OhioMeansJobs at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department by 4:30 p.m., 09/23/2023. EOE/AA/ADA

Approved for Content March & Wila 3/24/23

Approved for Posting M. J. Sfor 32423

2023-019 ERIE COUNTY JOB OPENING ANNOUNCEMENT

Where Applications Taken:

Erie County Human Resources
Erie County Services Center
Second Floor, Room 207
2900 Columbus Avenue
Sandusky, Ohio 44870

Office Hours:

8:00 a.m. till 4:30 p.m.
Monday through Friday

Where Postings Sent:

Erie County Care Facility	Human Resources
Erie County Court	Courthouse
Firelands Campus	O.B.E.S.
Ohio Business College	B.V.R.
W.S.O.S.	Goodwill
Health Department	C.A.C.
Newspaper	NAACP
SHS Vocational Ed.	Terra Tech
All County Bulletin Boards	Your Job Store

ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

DEPARTMENT: **Municipal Court**

POSITION: **PT Assistant Bailiff /
Probation Officer**

POSTING DATE: 8:00 a.m., Monday
March 27, 2023

LOCATION: 150 W. Mason Rd.
Milan, OH 44846

CLOSING DATE: 4:30 p.m., Saturday
September 23, 2023

WORKING HOURS: 8:00am – 2:00pm
Mon., Wed., Fri.

EFFECTIVE DATE: As Soon As Possible

SALARY: Peace Officer/Side Arm Certified
\$17.50/hour – Probationary
\$18.00/hour – After probation
Non-Peace Officer/Side Arm Certified
\$15.25/hour – Probationary
\$15.75/hour – After probation

Illustrative Duties:

- Be familiar with the day's docket prior to initial hearing times, making sure as to which parties are present and if witnesses are to be called, which witnesses are present.
- Responsible for all aspects of court security and be present at all times court is in session.
- Responsible for follow-up procedures once cases have been completed including: probation enforcement, initiating probation violation hearings and intake of request for driving privileges.
- Any duties deemed necessary by the Judge.

Qualifications:

- Must have at least ten (10) years of experience in the criminal justice system.
- Must possess strong communication skills and be able to interface with law enforcement officers and the general public.
- Must be able to work day and evening hours and be available to law enforcement officers after court hours.
- Must be trained and experienced in LEADS.
- Must have the ability to relate effectively and maintain order in difficult situations.
- Computer experience; including but not limited to Microsoft Word and Excel.
- Due to necessity of being available on an emergency basis, priority will be given to candidates who live in close proximity with the court.
- Knowledge of human and public relations.
- Knowledge of safety practices and procedures.
- Knowledge of court procedures.
- Ability to carry out oral and written instructions.
- Ability to develop and maintain effective working relationships with co-workers and the general public.
- Ability to teach thinking errors and life skills to residents.
- Ability to serve residents and families from all cultural backgrounds.
- Ability to be trained in CPI, First Aid and CPR.
- Ability to draw valid conclusions from information presented.
- Ability to communicate clearly both orally and in writing.
- Ability to word process and learn computer functions.
- Possession of a valid driver's license.
- Preferred to have certification as an Ohio Peace Officer with training and certification to carry a sidearm.

Physical Requirements:

- Alternate frequently between sitting/standing/walking throughout an eight (8) hour workday.
- Lift/carry a minimum of eight (8) pounds.
- Reaching with bilateral upper extremities into/up to/down to various heights.
- Push/pull with twenty (20) pounds of initial force.
- Climb onto stepladder (2 steps).
- Bend/squat/crouch/kneel.
- Able to ascend/descend stairs.

WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE