

PICKAWAY COUNTY
AN EQUAL OPPORTUNITY EMPLOYER

POSITION AVAILABLE: PROBATION OFFICER/BAILIFF

This is a full-time position with the Juvenile Court.

Job Duties: Conduct youth assessments, Investigate activities, school attendance, and employment. Maintain contact with youth and parents. Assist youth in enrolling in treatment, counseling, and community service programs. Attend court hearings for youth. Perform random drug screens. Prepare any necessary monthly or yearly reports for statistics. Supervision of male and female juvenile offenders, which includes implementation of programs designed to rehabilitate youth while on probation. Transport youth when needed. Maintain relationships with Law Enforcement, Detention Centers, Department of Youth Services, Mental Health Agencies, County agencies and Prosecutor's Office. Make referrals to other county agencies. Maintain order in court room and waiting areas. Serve documents as required for each case. Schedule hearings and notify clerks of any changes. Other duties that may be requested by the Judge or Probation Supervisor.

Must be willing to work some flexible hours, which may include weekend or weekday evenings to supervise youth performing community work hours.

Qualifications: Combination of training and work experience including a high school diploma. Must successfully complete Criminal Background Check and have a valid operator's license. Worked with juveniles or any similar experience.

Salary commensurate with experience.

Deadline for submission of application is July 17, 2023. Applications may be obtained online at www.pickawaycourt.com or in person at the Juvenile Court Clerk's office.