

***HARDIN COUNTY COMMON PLEAS COURT***  
***DOMESTIC RELATIONS DIVISION***  
***AND JUVENILE SECTION***

**Job Title:** Probation Officer

**Salary:** Commensurate with experience

**Hours:** 8:00 a.m. - 4:00 p.m., Monday - Friday, on call duties

**Department:** Hardin County Domestic Relations Court

**Reports to:** Judge, Magistrate and Chief Probation Officer

**Civil Service Status:** Unclassified and unclassified position

**FLSA Status:** Non-Exempt

**Full-Time:** 40 Hours/Week

**Probationary Period:** Six (6) Months

The Hardin County Domestic Relations, Juvenile Section, is seeking a qualified and dedicated Probation Officer to join our team.

**Qualifications:**

- **Education:** Bachelor's Degree in Criminal Justice or a related field.
- **Experience:** Minimum of two (2) years of paid experience working in criminal justice or a related field.
- Demonstrated experience and/or training in working with populations dealing with:
  - Mental health challenges
  - Substance abuse treatment
  - Sex offender rehabilitation

**Licensure or Certification Requirements:**

- Must possess a valid Ohio driver's license.
- Must obtain or possess necessary certifications to carry safety-related equipment, including but not limited to firearms, tasers, and pepper spray.

- OPOTA (Ohio Peace Officer Training Academy) certification is preferred.
- Must successfully pass a comprehensive pre-employment background investigation and drug test.

**Job Responsibilities:**

- Report to Chief Probation Officer, the Judge, and Magistrate.
- Monitor and enforce probation program terms and all court orders.
- Provide supervision and case management to individuals under court jurisdiction.
- Facilitate court programs and implement related activities.
- Oversee compliance with court orders, impose graduated interventions & incentives as appropriate.
- Conduct investigations and gather background information.
- Complete risk assessments and coordinate referrals for mental health and substance abuse evaluations.
- Develop case recommendations in line with policy and present verbal/written reports to the court.
- Conduct home visits, school visits, office in accordance with policy and procedures.
- Act as the liaison between the court, community resources, treatment personnel, schools and law enforcement.
- Utilize evidence-based practices, such as Motivational Interviewing, to address criminogenic factors and reduce recidivism.
- Prepare and maintain accurate case documentation, reports, and materials within required timeframes.
- Conduct individualized drug and alcohol screenings.
- Work non-traditional hours when necessary.
- Any other duties assigned by the Chief Probation Officer or Judge.

### **Knowledge, Skills, and Abilities:**

- Proficiency in assessing situations and employing de-escalation techniques.
- Knowledge of professional office practices and procedures.
- Ability to manage high-stress, high-intensity situations with professionalism.
- Strong organizational skills to handle frequent interruptions and shifting priorities.
- Knowledge of confidentiality practices, particularly with special populations.
- Exceptional written and verbal communication skills to work with individuals of diverse intellectual, emotional, and physical abilities.
- Knowledge of court regulations, practices and procedures.
- Physical and mental capability to operate safety equipment (e.g., firearms, handcuffs) and make arrests safely when required.
- Possess the following personal traits: patience, objectivity, maturity, punctuality, dependability, initiative and adaptability.

### **EEO/ADA/Smoke-Drug-Free Environment**

**This job is subject to a probationary period of up to six months and you can be discharged for any reason during the probationary period.**

### **Application Procedure:**

Submit a resume, with references by March 28, 2025, to:

Email: [Khrystal.wagner@hardincountyohio.gov](mailto:Khrystal.wagner@hardincountyohio.gov)

Mail: Hardin County Common Pleas Court  
Domestic Relations Division/Juvenile Section  
Chief Probation Officer Khrystal Wagner  
400 Decatur Street  
Kenton, Ohio 43326