



Lorain County Domestic Relations Court

Position Description

Classification Title:

FLSA Status: Non-exempt

Exemption Type: N/A

Civil Service Status: Unclassified

Probation Assistant

Employment Status: Full-time

Reports To: Probation Supervisor

Division: Juvenile Probation

DISTINGUISHING JOB CHARACTERISTICS

Provides assistance to the Juvenile Probation Department by transporting youth, delivering summonses, completing DNA swabs, drug screens, fingerprints, community visits to the home and school, installing, and removing electronic monitors, completing and/or delivering paperwork, as requested by the Probation Supervisor. Performs tasks related to vehicle maintenance scheduling, inspection, and inventory of designated Court fleet.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

Uses County vehicle to transport youth and/ or family to court programming and/or appointments, residential facilities, secure detention, counseling, medical, dental, and other appointments within and outside of Lorain County.

Transports youth to and from the Lorain County Detention Home for court hearings. Escorts youth and monitors their behavior in the Justice Center holding cells, during court hearings held at the Detention Home and courthouse.

Maintains responsibility for the safety and security of youth and their parents/guardians in transport and during program activities. Follows security procedures regarding inspections of county vehicles. Must be able to transport youth and their parents/guardians in a county vehicle during assigned work hours.

Assists juvenile probation staff by making announced and unannounced home visits and school visits to monitor behavior and compliance. Intervenes in crises including physical abuse, threats of suicide, homelessness, runaways, and other critical situations. Documents all contacts and enters required information into the Court's case management system and identified databases as instructed. Communicates all relevant case information to appropriate probation staff and Supervisors.

Provides assistance by delivering summonses, collecting DNA samples, fingerprints, drug screens, installing, and removing electronic monitors, and completing and/or delivering paperwork, as requested by the Probation Supervisor. Completes required documentation into the Court's case management system and provides clerical assistance as requested.

Schedules vehicle maintenance and repairs, obtains repair quotes and invoices, inspects vehicles for contraband before and after transport, and assists with fleet inventory requests.

Maintains flexibility in work hours to accommodate program needs on an as needed basis, ready access to automobile.

Maintains a professional and polite disposition at all times when dealing with the public, coworkers, court staff, service providers, and other outside agencies. Stays calm and even-tempered when handling crises, stressful situations, continuous change, or unexpected developments. Works effectively in a team environment to accomplish organizational goals.

Must be awake and alert at all times. Demonstrates regular and punctual attendance and arrives prepared to work; meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions. Maintains flexibility in work hours to accommodate the needs of the Court.

OTHER DUTIES AND RESPONSIBILITIES

Assists probation staff with Family Stability requests. All other duties as assigned by the Probation Supervisor, Deputy Chief PO, or Chief PO.

SCOPE OF SUPERVISION

None

EQUIPMENT OPERATED

Computer, printer, copier; scanner, cell phone, telephone, fax machine, shredder, and other general office equipment, handcuffs and shackles, County vehicles, personal vehicles, and pepper spray.

CONTACTS WITH OTHERS

Regular contacts inside and outside of the Court such as ordinary business dealings where improper handling may affect results by where primary responsibility rests with the next higher level of supervision. Contacts include, but are not limited to, youth, families, guardians, identified family supports, attorneys, Prosecutor's Office, law enforcement, victims, treatment providers, residential staff, school staff, other courts, elected officials, Lorain County Children's Services, Department of Human Services, and the general public.

CONFIDENTIAL DATA

Work involves some confidential information of major importance such as, Juvenile records and files including Judge's and Magistrate's decisions, assessments, school records, evaluations, police records (child/parents), probation/parole records, and urinalysis results which if disclosed, may have a pronounced effect detrimental to the Court's interest, or contrary to recognized professional ethics.

WORKING CONDITIONS

Work has some undesirable working conditions with occasional exposure to noise, dust, heat, or other disagreeable elements, but none continuously present. Works in potentially high-intensity situations involving youth and/or parents/guardians that may require behavior management, de-escalation, and crisis

intervention. Works in a variety of venues, frequently in high-crime areas with delinquent populations. Work is subject to frequent interruptions, crisis intervention, constant reprioritization of work activities and moderate to high degree of stress.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently stands and walks, and occasionally sits for extended periods of time. May require operating and sitting in a vehicle for periods of time. Employee converses verbally with others in person and by telephone. Occasionally lifts or moves items weighing over 40 pounds. Vision demands include normal vision requirements but can include occasional concentrated mental and visual attention while viewing computer screen, which requires close focus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Juvenile Court processes and procedures, community resources and referral processes, criminal justice system, basic arithmetic, general court and office policies and procedures, Standard English grammar, spelling and punctuation, and ability to complete required case reports. Complete knowledge of all computerized systems for data management, communication, and databases

Ability to: read, write and understand the Standard English language, read and interpret instructions furnished in written, oral, diagrammatic, or schedule form, organize and track detailed and accurate information, communicate verbally and in writing with co-workers, other court staff, and members of the public in a professional and effective manner, demonstrate sensitivity to professional ethics, gender, cultural diversities and disabilities. Ability to serve the public with diplomacy and respect, exercise patience, objectivity, maturity, initiative, and adaptability. Ability to accept direction and recognize when further assistance is needed, ability to recognize boundaries between job duties and authority. Exercise sound judgment, make informed decisions, apply common sense, carry out instructions and independently problem solve situations that arise and require immediate resolution. Maintain confidentiality of confidential and sensitive information, flexibility to work extended, evening, irregular, and/or weekend hours as needed.

Skill in: operating a motor vehicle, personal computer, virtual platforms, Microsoft Office platform, typing, data entry in the designated case management system, organization, attention to detail, reading and recording data, arranging items in alphabetical, numerical and subject order, and operating general office equipment. Skill in verbal and written communications, working with at-risk youth and their families, crisis mediation, de-escalation techniques, CPR and First Aid.

QUALIFICATIONS

High School Diploma or GED required. Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Possession of a valid Ohio driver’s license, proof of insurance and a demonstrated safe driving record. Must be eligible to drive under the county commissioner’s Driver/ Vehicle Risk Reduction Program.

LICENSURE OR CERTIFICATION REQUIREMENTS

Ohio Department of Youth Services Training Requirements, CPR and First Aid Certification. State Motor Vehicle Operators License and proof of insurance.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

_____ / /
Authorized Court Management Representative **Date**

EMPLOYEE UNDERSTANDING

_____ / /
Employee **Date**