

CITY OF NORWALK
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title: PROBATION OFFICER/DEPUTY BAILIFF
Classification Specification: 110101 Probation Officer/Bailiff

Office/Division:	Municipal Court	Employment Status:	Part Time
Reports To:	Municipal Court Judge	Civil Service Status:	Unclassified
		FLSA Status:	Non-Exempt

QUALIFICATIONS

1. Completion of post-secondary education in criminal justice, behavioral science, or other related discipline.

LICENSURE OR CERTIFICATION REQUIREMENTS

1. Must possess a State of Ohio motor vehicle operator's license
2. Must remain insurable under the City's vehicle insurance policy.

MINIMUM ACCEPTABLE CHARACTERISTICS (* Indicates developed after employment)

Knowledge of:

1. criminal justice
2. available community resources*
3. court policies and procedures*
4. proper arrest procedures

Ability to:

1. communicate effectively
2. collect, analyze, and interpret data
3. prepare and maintain accurate documentation
4. develop and maintain working relationships with associates, other professionals, and the general public

Skill in:

1. operation of standard business office equipment and software

ESSENTIAL FUNCTIONS OF THE POSITION For purposes of 42 USC 12101

1. Monitors and supervises the activities of assigned probationers, e.g., ensures compliance with all court ordered programs, helps set up court ordered community service programs, communicates with counseling centers, investigates complaints of probation violations, arrests probationers for violations of probation, etc.; prepares and maintains records and reports regarding probation officer activities.
2. Conducts pre-sentence investigations to aid the judge in the sentencing of defendants, e.g., locates and interviews victim, witnesses, law enforcement officers, defendants; obtains and reviews criminal background, medical, and counseling records; determines proper amount of restitution for the victim; prepares pre-sentence investigation report.
3. Performs deputy bailiff duties in order to assist with the efficient operation of the court, e.g., serves court ordered papers (summonses, subpoenas, writs of restitution); evicts individuals and conducts bailiff sales; arrests and transports criminal defendants; etc.
4. Demonstrates regular and predictable attendance.
5. Maintains required licensure and certification.

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OTHER DUTIES AND RESPONSIBILITIES

6. Performs other duties as assigned.

EQUIPMENT OPERATED

1. automobile
2. law enforcement communications equipment
3. standard business office equipment

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

1. exposure to chemicals found in an office environment (toner, correction fluid, etc.)
2. occasional hostility from probationers or other members of the general public
3. may be required to carry a firearm if qualified and authorized
4. exposure to bodily fluids and infectious diseases
5. occasional exposure to hazardous driving conditions

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.