

WORKING CONDITIONS

- Will work inside office or other areas assigned by the appointing authority or designees while performing duties of this job, the employee frequently sits for extended periods of time while typing and performing other administrative duties.
- Employee must not contribute to or create a hostile work environment: Employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination, or any other behavior that unduly demeans or intimidates another employee.
- As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, judicial officers, supervisors, subordinates, outside contractors, and other agency personnel.
- Sit for extended periods of time; frequently stand and walk or otherwise move within the court; normal manual dexterity and eye-hand coordination; corrected vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators copiers and FAX machines.
- Will have direct contact with felony and misdemeanor offenders. Will have contact with Judges, prosecutors and attorneys as requested
- Tolerate exposure to defendants and other members of the public who may potentially be verbally or physically abusive; allergens, such as perfumes and dust; unpleasant odors, such as unwashed clothing and people.
- Exposure to blood, bodily fluids and tissue.
- Employee frequently talks and listens over the telephone and in person.
- Vision demands include close, detailed vision when operating the computer, with the ability to adjust focus for close work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge and ability in corrections, or probation supervision.
- Previous experience supervising offenders is preferred.
- Must possess the ability to communicate concisely and clearly, to judges, attorneys, litigants, law enforcement officers and others conducting business with the Court.
- Must have understanding and willingness to be sensitive to the Court's diverse population of defendants and have the ability to work with individuals with substance abuse and mental health issues. This applicant must be committed to aiding defendants in their rehabilitation in an effort to divert the offender from future involvement in the criminal justice system.
- Knowledge of court rules.
- Ability to act as the liaison between the courts, external agencies and other departments.
- Ability to learn and effectively perform all necessary administrative duties.
- Ability to interface pleasantly and professionally with public and staff.
- Must be detail oriented and possess strong organizational skills.
- Ability to contribute to group efforts, establish positive relationships with other employees, seek/accept input and develop/implement problem solving solutions.
- Ability to complete work in an accurate, neat, timely and well-organized manner.
- Knowledge of and ability to use Word and Excel and job related software. Must possess ability/willingness to be trained on other software packages.
- Must possess outstanding communications ability [oral and written].

CONFIDENTIAL DATA

- Will have access to and must maintain confidential information regarding court matters and defendants/offenders.

EQUIPMENT OPERATED

- Must be capable of operating a personal computer, 10-key calculator, facsimile machine, photocopier, postage machine, multi-line telephone system, and miscellaneous office equipment and accessories customarily used in an office environment.

TYPICAL PHYSICAL REQUIREMENTS

- Ability to use a personal computer and its peripherals including keyboarding, mouse, and monitor use for extended periods of time.
- Ability to grasp and manipulate files.
- Frequent hand and/or wrist motion.
- Frequent reaching at or above shoulder level.
- Ability to sit for extended periods of time; frequently stand and walk or otherwise move within the court or other county buildings.
- Normal manual dexterity and eye-hand coordination; corrected vision to normal range; verbal communication.

SUPERVISION RECEIVED

- Department Head, Court Administrator or Appointed Designee

LICENSURE OR CERTIFICATIONS REQUIRED

- Participation, completion, and certification in 40 hour firearms training.
- ORAS certification.
- Other certifications as deemed necessary.

QUALIFICATIONS

- Must be twenty-one [21] years of age at the time of appointment (any misdemeanor criminal convictions will be reviewed on individual basis, no felony convictions).
- Must possess a valid driver's license (driving infractions will be reviewed on individual basis).
- Must be able to read, write, type 50 words per minute is preferred and perform necessary office functions/duties.
- Must be detail oriented with demonstrated computer skills.
- Bachelor's degree from an accredited college or university in corrections, criminal justice, sociology, social work, criminology, psychology, or a closely related field is preferred, or five (5) or more years of experience in a similar role within the criminal justice field.
- Must demonstrate tact and professionalism in working with people.
- The successful applicant will have to undergo a background investigation and drug testing.

Please submit resume to courtservices@co.warren.oh.us by 2/1/19