



225 E Washington St.
4th Floor
Medina, Ohio 44256

PROBATE COURT:
(330) 725-9703

JUVENILE COURT:
(330) 725-9710

Medina County Court
of Common Pleas,
Probate & Juvenile
Divisions is an Equal
Opportunity Employer

PROBATE AND JUVENILE DIVISIONS MEDINA COUNTY COMMON PLEAS COURT KEVIN W. DUNN, Judge

Immediate Opening

Juvenile Probation Intake Officer

Location: Juvenile Court **Status:** Permanent Full-time
Hours: 40 hrs. per week **Pay:** \$45,000-\$49,000 DOE
Open: April 3, 2024 **Closing:** When position is filled

Position Overview

Responsibilities include but are not limited to: interviewing youth and families; preparing reports on personal, social, educational, financial, vocational, health and/or prior criminal history; maintaining chronological records of all direct and indirect contact; writing and presenting reports to court personnel; attending court hearings to make recommendations; monitoring cases for compliance; conducting on-site drug screens; communicating with schools, community agencies and parents on the Court's behalf.

Qualifications

The successful candidate will have the following skills: Excellent verbal and written communication skills; ability to interact successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone; Excellent organizational skills; ability to multi-task; working knowledge of Microsoft Office programs especially Word, Excel, and Access; advanced knowledge in the areas of juvenile interviewing, counseling and behavior modification techniques.

Preferred: Bachelor's degree in criminal justice, psychology, sociology, or a related field; professional level experience in related field of work; knowledge of policies, procedures and regulations of the juvenile justice system; valid driver's license; physically able to perform all job-related responsibilities.

How to Apply: Email cover letter and resume to:
Jodi Albertson, Chief Probation Officer
applications@medinaco.org

No phone calls or walk-ins please.