

Allen County Court of Common Pleas
Probate & Juvenile Divisions

MEMORANDUM
JOB OPENING

TO: All Interested Applicants

FROM: Devaki Ganesh, Support Services Manager
dganesh@allencountyohio.com

DATE: July 30, 2025

RE: Job Posting: Part-Time/ Intermittent Intervention Specialist

The Juvenile Division of the Allen County Court of Common Pleas is now accepting applications and/or letters of interest for the position of **Intervention Specialist**. Current employees may apply for this position via email or letter to the Support Services Manager which **must** include an updated resume. Non-Employees must submit an employment application which can be downloaded from the web at:

<https://allenohioprobate.com/court-administration/human-resources/employment-opportunities/>

Non-Employee applicants are encouraged to submit an updated resume and post-secondary educational credentials along with their completed application. Non-Employee applicants are required to bring their driver's license, social security card, high school diploma (or equivalent), and DD-214 (if applicable) to their initial interview.

Deadline to Apply: Tuesday, September 30, 2025 by 8:00 AM

Pertinent Information

- **Civil Service Status:** Unclassified
- **FLSA Status:** Non-Exempt (Hourly Based)
- **Department:** 061- Community Control
- **Appointment Status:**
 - Part-Time/ Intermittent
- **Schedule:**
 - The payroll work week runs Thursday through the following Wednesday.
 - Hours are typically from 2pm-6pm with occasional weekends, flexible scheduling negotiable.
 - Scheduled hours may vary as job duties and/or organizational needs require.
- **Base Salary:**
 - \$18.00 per hour during the probationary period
 - \$18.50 after successful completion of the probationary period
 - Current Employees moving from one base salary to another will have their current salary adjusted by the difference between the two bases.
 - This position is paid bi-weekly every other Wednesday.
- **Supervision of Staff:** None
- **Table of Organization:**
 - Immediate Supervisor: Deputy Director of Community
 - Department Head: Director of Community Control/ Chief Probation Officer
- **See attached job description for essential duties, responsibilities, and qualifications.**

Allen County Court of Common Pleas; Juvenile Division

Judge Todd E. Kohlrieser

JOB DESCRIPTION

JOB TITLE

**Intervention Specialist
Prevention / Intervention Services**

FLSA STATUS: Non-Exempt

EXEMPT TYPE: Not Applicable

IMMEDIATE SUPERVISOR:

Deputy Director of
Community Control/
Deputy Chief Probation
Officer

EMP. STATUS: Part-Time/ Intermittent

CS STATUS: Unclassified

DEPARTMENT HEAD:

Director of Community
Control/Chief Probation
Officer

DISTINGUISHING JOB CHARACTERISTICS:

Under the direction of the Deputy Director of Community Control, assists with all intervention services. Works with community partners to design and develop a continuum of service delivery, which diverts youth away from official court involvement and secure detention. Supervises youth participating in the Court's diversion program. Meets with the youth and family to identify alternatives to traditional schooling where appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Facilitates various C.A.S.T. meetings
- Maintains statistical information
- Prepare and maintain required and applicable records and reports on all cases
- Provide supervision through C.A.S.T., School Success and Diversion
- Handles emergency telephone calls from law enforcement agencies during and after regular business hours
- Provides informal counseling for youth and families to identify expectations and develop goals
- Conducts home, school, placement and office visits
- Assist families and youth in locating necessary services and/or in utilizing community resources

OTHER DUTIES AND RESPONSIBILITIES:

- Testifies in Court
- Facilitates groups as certification permits
- Makes recommendations and records disposition in Court
- Administers drug screens as required by the Court or individual case plan
- Provides transportation to youth and families
- Attends outside seminars and conferences to maintain current working knowledge of requirements and job responsibilities.

- Represents the Juvenile Judge on community committees, boards and coalitions, as assigned
- Accompany youth on various tours/programs utilized by the Court

SCOPE OF SUPERVISION:

None.

EQUIPMENT OPERATED:

- Computer
- Printers
- Digital Camera
- Digital document scanners
- Copy machine
- First Aid kit
- Telephone system
- County-owned vehicles

CONTACT WITH OTHERS:

- Judge
- Other elected officials and their staff
- Community partners
- Network agencies
- Attorneys
- Court personnel
- Law enforcement officials
- School Officials
- Ohio Department of Youth Services personnel
- Probationers and their families
- Crime Victim Services
- Members of the general public

CONFIDENTIAL DATA:

All information, files, images, communications, documents, electronic data, etc. is to be considered confidential in nature unless otherwise indicated. Release of any information must be in accordance with policy or under direction from the Judge, Court Administrator, or Department Head.

All employees of the Allen County Juvenile Court are required to sign a confidentiality agreement.

WORKING CONDITIONS:

Typical work environment includes an office setting as well as field work visiting clients in their homes, schools, and workplaces. Additional out of office environments include treatment facilities, correctional facilities, schools, and other community based offices and/or public venues. This role may involve exposure to potentially challenging or high-risk/hostile situations and thus requires a strong ability to assess and manage potential risks.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Agency policies and procedures
- Courtview
- Ohio Revised Code sections applicable to juvenile justice
- Courtroom procedures and etiquette
- Criminogenic needs
- Methods and techniques of eliciting and evaluating sensitive information from persons of various social/economic backgrounds

Ability to:

- Establish and maintain effective working relationships with staff, community agencies, school officials and the public
- Exercise sound judgement in dealing with possible sensitive personal issues
- Analyze problems and recommend viable solutions
- Plan and organize work duties
- Maintain operational focus, efficiency, professionalism, and positive work results in a high stress environment
- Write and Speak in formal register
- Work independently with minimal supervision
- Recognize unusual or threatening conditions and take appropriate actions
- Operate mechanical restraints, complete defensive tactics training and gain compliance through physical control when appropriate
- Operate a motor vehicle

Skill in:

- Effective communication
- Organizing and directing small groups
- Setting agendas
- Interviewing and Counseling
- Skill in public speaking
- Verbal de-escalation of angry, hostile or violent people
- Use of computers & other electronic devices

QUALIFICATIONS:

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills and abilities. An example of an acceptable qualification is: Bachelor's Degree from an accredited college or university in Criminal Justice, Corrections or other allied field or four years work experience in the field, or Associates Degree and two year work experience in the field. The Judge may accept an extensive work history that demonstrates evidence of technical education, professional credentialing and advanced knowledge of the juvenile justice system, corrections procedures, sound management principles and decision making in lieu of academic credentialing.

Ability to document identity and employment eligibility within (3) days of original appointment as a condition of employment in compliance with the Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS:

- Valid Motor Vehicle Operator's License & Proof of Financial Responsibility
- Complete required number of training hours

DISCLAIMER:

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. Scheduled hours may vary as job duties and/or organizational needs require. Employees assigned to the Community Control Department are required to maintain flexible schedules which can include nights, weekends, and holidays when necessary.

EMPLOYEE UNDERSTANDING AND AGREEMENT:

By affixing my signature hereafter, I state that I have read, understood, and agree to perform all duties and requirements as specified in this job description.

Employee

Date

ADMINISTRATIVE APPROVAL:

Department Head

Date

Human Resources Director

Date

Court Administrator

Date

Judge

Date

