

**Allen County Court of Common Pleas**  
**Probate & Juvenile Divisions**

**MEMORANDUM**  
**JOB OPENING**

**TO:** All Interested Applicants

**FROM:** Danielle Luchini, Human Resources Manager  
[dluchini@allencountyohio.com](mailto:dluchini@allencountyohio.com)

**DATE:** August 10, 2026

**RE:** Job Posting: Probation Officer

The Juvenile Division of the Allen County Court of Common Pleas is now accepting applications and/or letters of interest for the position of **Probation Officer**. Current employees may apply for this position via email or letter to the Human Resources 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: Monday, August 17, 2026 by 12:00 PM**

**Pertinent Information**

- **Civil Service Status:** Unclassified
- **FLSA Status:** Non-Exempt (Hourly Based)
- **Department:** 061- ACCESS/Community Control
- **Appointment Status:**
  - Full Time
- **Schedule:**
  - The payroll work week runs Thursday through the following Wednesday
  - Scheduled hours may vary as job duties and/or organizational needs require.
- **Base Salary:**
  - \$20.25 per hour
  - 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:**
  - Direct Supervisor: Deputy Director of Community Control/ Deputy Chief Probation Officer
  - 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** **Probation Officer**

**FLSA STATUS:** Non Exempt

**EXEMPT TYPE:** Not Applicable

**IMMEDIATE SUPERVISOR:**  
Deputy Director of  
Community Control/  
Deputy Chief Probation  
Officer

**EMP. STATUS:** Full Time

**CS STATUS:** Unclassified

**DEPARTMENT HEAD:**  
Director of Community  
Control/Chief Probation  
Officer

## **DISTINGUISHING JOB CHARACTERISTICS:**

Under the direction of the Deputy Chief Probation Officer, supervises youth placed on Community Control and monitors their behavior in the community, home and school. Monitors compliance with court orders, conditions of probation and individualized case plans.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Create, dictate, prepare, write and maintain required and applicable records and reports for cases in accordance with departmental policy
- Completes intake procedures for youth placed on probation
- Provides supervision of both court ordered and unofficial cases through Probation and Diversion
- Meets with juveniles and their families to review conditions of Community Control and expectations of individual case plans
- Administers drug screens as required by the Court or individual case plan
- Collects DNA samples from youth as required by Ohio law
- Follows departmental procedures for the arrests and detention of youth
- Provides transportation to youth and families
- Handles emergency telephone calls from law enforcement agencies during and after regular business hours
- Completes Electronic Dispositional Investigative Reports (EDIR's) as required by the Ohio Department of Youth Services
- Testifies in Court
- Makes appropriate recommendations and records disposition in Court
- Provides informal counseling for youth and families to identify expectations and develop goals
- Conducts home, school, placement and office visits

- Provides accountability for violations of case plans, conditions of Community Control and court orders
- Assists families and youth in locating necessary services and/or in utilizing community resources
- Prepares arrest orders

**OTHER DUTIES AND RESPONSIBILITIES:**

- Attends outside seminars and conferences to maintain current working knowledge of requirements and job responsibilities, as well as to fulfill training requirements as set forth by the State of Ohio
- Represents the Juvenile Judge on community committees, boards and coalitions, as assigned
- Speaks to schools, various service clubs and organizations
- Facilitates youth intervention groups as certification permits
- Enrolls youth in electronic monitoring services and monitors youth while in the program
- Completes Pre-dispositional Reports for submission to the Court

**SCOPE OF STAFF SUPERVISION:**

None

**EQUIPMENT OPERATED:**

- Computers
- Printers
- Digital Camera
- Digital document scanners
- Copy machine
- Fax machine
- Telephone system
- O.C. defensive aerosol
- First aid kits
- Handcuffs
- Shackles
- Electronic monitoring equipment
- 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
- Service providers
- Vendors
- Ohio Department of Youth Services personnel
- Interstate Compact personnel
- Probationers and their families
- 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 fieldwork, 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
- 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
- Resources available for treatment and rehabilitation of juvenile offenders
- Casework principles and practices used in preparation of case plans and management of varied caseload

**Ability to:**

- Establish and maintain effective working relationships with staff, community agencies, school officials and the general public
- Exercise sound judgment 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
- 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
- Public speaking
- Interviewing and counseling
- Verbal de-escalation of angry, hostile or violent probationers or their families
- 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 years 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 Ohio Motor Vehicle Operator's License & Proof of Financial Responsibility
- Complete required number of training hours, as set by the State of Ohio

**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. General business hours are 8:00AM to 5:00PM; however 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**

Revised 5/27/2026