

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Community Service/LEADS Coordinator Summit County Adult Probation Department
CLASSIFICATION/ SALARY RANGE:	Classified/Non-Exempt \$43,326.40/\$20.83
DURATION OF EMPLOYMENT:	Full-time employment following successful completion of 180-day probationary period
JOB DESCRIPTION AND QUALIFICATIONS:	SEE ATTACHMENT
PRE-EMPLOYMENT TESTING REQUIREMENTS:	Criminal Background Check; Pre-Employment Drug and Alcohol Testing
APPLICATION:	Letter of Interest and Resume must be sent via email in word/pdf format to: hr@cpcourt.summitoh.net
POSTING DATE:	Applications accepted beginning August 2, 2022. Position open until filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

POSITION TITLE:	Community Service/LEADS COORDINATOR	GRADE:	15
DEPARTMENT:	Adult Probation Department General Division	CLASSIFICATION:	Non-Exempt Classified
REPORTS TO:	Offender Services Director	PAGE:	1 of 3

POSITION SUMMARY:

Under general direction of the Chief Probation Officer/Director of Offender Services or his/her designee, interviews probationer referrals to determine eligibility for Community Service Program and monitors the activities of these individuals while in these program and prepares and maintains related records and reports. This employee also does record checks under the authority of the participation agreement between the Summit County Court of Common Pleas General Division and the Ohio Law Enforcement Data System's Steering Committee and is required to receive and maintain LEADS certification. Some travel may be required using a county or personal vehicle. This employee also performs other duties as required by the Chief Probation Officer, his/her designee or the judges of the Summit County Court of Common Pleas General Division. This employee may be required to drive a county or personal vehicle during employment. Performs other related duties as required and may be cross-trained to assist with other departmental duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Officers perform any related duties required by the court or the Chief Probation Officer.

1. Interviews probationer referrals to the Community Service Program to establish background and determine program eligibility; resolves problems occurring during the interview process.
2. Functions as a Terminal Agency Coordinator (TAC) for the Law Enforcement Automated Data System (LEADS) conducting record checks which may be required by the Adult Probation Department, Court of Common Pleas General Division, or may be required in the normal course of pretrial release activities; the TAC must be fully certified as a LEADS operator and have supervisory authority over the operation of LEADS approved equipment; must train LEADS terminal operators and other affected personnel as to the operational capabilities of the LEADS, administrative rules and authorized use/dissemination; shall participate/attend any audit of agency; must keep monthly records.
3. Interviews community service applicants to gather background information, reads the rules of the programs, discusses program expectations and verifies information received from the defendant; verifies the legitimacy of appointments; communicates necessary information to the assigned residential facility; sets appointment date; monitors activities of probationers for the duration of the program placement; accesses and updates SCORS (Summit Court Online Record System).
4. Prepares and maintains related records and reports and statistical data; prepares and maintains correspondence with judges and probation officers.

Date Adopted:

Date Revised: 08/02/2022

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5. Establishes and maintains an effective working relationship with probationers, courts, law enforcement officials and attorneys; conducts investigations to determine whether a program participant has violated program rules and regulations.
6. Functions as the Ohio Courts Network (OCN) Technical Coordinator; primary point of contact person for the court; processes user access agreements; responsible for certificate installation for approved employees; responsible for security and technical training for users, including Terms and Conditions of use; primary resource for any OCN technical and policy questions; review and update the agency roster every 120 days, or whenever necessary due to employee changes.
7. Functions as the Ohio Law Enforcement Gateway (OHLEG) Agency Coordinator; main point of contact person for the court; responsible for the administration of OHLEG for the court; sets, maintains, and enforces security standards for personnel who have access to OHLEG, including documentation of Rules and Regulations, Security Training Video, and Data Security Use Policy training; processes request for access for approved employees, provides training in technical procedures, and available for questions and problem solving; validate agency roster every 90 days, or when necessary due to employee changes.

QUALIFICATION STANDARDS:

Any combination of training, work experience, or equivalent, that indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

Required Qualifications:	An associates or bachelor's degree in criminal justice, behavioral science or related discipline, or equivalent experience. LEADS (Law Enforcement Automated Data System) certification. Possession of a valid Ohio Driver's License and liability car insurance.
Knowledge, Skills, and Abilities:	Requires ability to communicate effectively and professionally, both verbally and in writing. Ability to prioritize work, work independently, manage time efficiently, and work under time constraints. Ability to maintain sensitive and confidential information.
	This position requires alertness and attention to detail to ensure accuracy. Requires concentration when composing replies to routine inquiries.

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Operation of a variety of standard and complex office equipment, typing, personal computer operation, including but not limited to Windows based programs/Microsoft Office products/Internet applications, use of SCORS (developed after employment).

This position has access to information that is limited to use for official court purposes only. Employees are expected to keep such information strictly confidential.

Physical Ability:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands and fingers to feel objects, tools or controls and to talk or hear. The employee frequently is required to sit.

The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 25 pounds.

Position Type/Expected Hours of Work: This is a full-time position, and regular hours of work and days are Monday through Friday 8:00 a.m. – 4:00 p.m.; however, this position may require some evening and weekend work.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth herein. I will perform all requirements, duties and responsibilities as set forth and to the best of my abilities.

Community Service/LEADS Coordinator

Date

Administrative Judge

Date

Date Adopted:
Date Revised: 08/02/2022