The Muskingum County Common Pleas Court Adult Probation Department is seeking an entry level Intensive Supervision Probation Officer and possible Program Facilitator. The position requires the applicant have a minimum four year degree in the area of criminal justice, social services, or a related field. The applicant must have a desire to engage in ongoing training to become certified to facilitate in-house offender programming. The applicant must have excellent writing skills, possess above average communication skills and have the ability to work with high risk felony offenders in a non-secure setting. A basic knowledge of risk and need related to offenders and re-offending in addition to the assessments associated with the same is essential.

All applicants must be able to pass the qualifications for and capable of carrying a firearm. Further, the applicant must have the physical capability to perform all aspects of the position. A valid driver’s license is required.

The required hours are a standard 8:30 to 4:30 weekday with the additional requirement of various night, weekend and on call hours.

Applicants can send or submit in person resumes along with a cover letter and writing sample to:
(Preferred Method)
Chief Melanie Richert
Adult Probation Department
27 North Fifth Street
Law Administration Bldg., 3rd Floor
Zanesville, Ohio 43701

OR

Email: mjrichert@muskingumcounty.org

Applications will be accepted through April 2, 2014.