

## **DAYTON MUNICIPAL COURT**

301 W. Third St.  
Dayton, OH 45402  
937-333-4338

*An Equal Opportunity Employer*

### **EMPLOYMENT OPPORTUNITY**

**JOB TITLE:** COMMUNITY SERVICE/RESTITUTION COORDINATOR  
**DEPARTMENT:** Supervision, Probation Division  
**REPORT TO:** The Chief of Supervision and Deputy Chief of Supervision  
**SALARY:** \$41,401.00  
**HOURS:** Full time, 8:00 a.m. - 4:30 p.m. Monday thru Friday  
**POSTED:** November 8, 2023  
**DEADLINE:** **November 30, 2023**

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#### **JOB PURPOSE AND OVERVIEW**

Oversee probationers placed on reporting and non-reporting supervision with community service or restitution, from the initial referral until their cases are closed. Prepare presentence investigation (PSI) reports with recommendations on the restitution amount and payment schedule. Assign probationers to community service sites and establish work hours. Monitor and enforce compliance with community service hours and restitution payment schedules. Notify the probationers and the Court when violations exist and appear at Community Control Violation Hearings.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

- 1) Investigate restitution requests and prepare presentence investigation (PSI) reports with a recommendation on the amount of restitution.
- 2) Contact victims and probationers on all restitution cases, set payment schedules, and process money order payments.
- 3) Appear at Court hearings and provide requested information on restitution or community service.
- 4) Establish and maintain contacts with public service agencies who can utilize community service clients.
- 5) Assign probationers to community service sites, and maintain records of hours of service completed.
- 6) Monitor and enforce compliance with payment schedules and work hours for restitution and community service.
- 7) Notify the probationers and the Court of community service or restitution violations.
- 8) Appear and testify at Community Control Violation Hearings as needed.
- 9) Provide information needed for Community Control Violation Hearings.
- 10) Run a monthly restitution payment summary and address clients who are delinquent on their payments.
- 11) Research and find new community service sites.

## **OTHER DUTIES**

- 1) Attend seminars/workshops geared toward professional enhancement, as directed.
- 2) Perform any other duties as assigned by the Chief and Deputy Chief of Supervision.

## **QUALIFICATIONS AND REQUIREMENTS**

Associate's Degree in criminal justice or related field from an accredited college or university; plus:

- 1) Current valid driver's license and good driving record.
- 2) Independent judgment and experience working with the public.
- 3) Honesty, patience, objectivity, maturity, initiative, adaptability, and effectiveness under stress.
- 4) Professional conduct and attire.
- 5) Knowledge of supervision procedures and practices regarding community service and restitution.
- 6) Time management and organizational skills.
- 7) Computer and electronic equipment knowledge, plus word-processing skills
- 8) Verbal and written communication skills, including accurate spelling and grammar and legible handwriting.
- 9) Knowledge and understanding of court policies and procedures.
- 10) Familiarity with Web Enabled Justice Information System (WEJIS), JusticeWeb, and criminal justice government websites.
- 11) Ability to work as part of the Court team.
- 12) Ability to work closely with probationers and to defuse volatile situations.
- 13) Problem-solving skills.
- 14) Ability to work on several tasks simultaneously.
- 15) Ability to prioritize work.
- 16) Ability to learn Court security requirements and procedures, including unarmed self-defense training, Active Shooter training, and Court-issued defensive weapon training.

## **CANDIDATES AND EMPLOYEES ARE SUBJECT TO BACKGROUND CHECKS AND DRUG TESTING**

**AT-WILL EMPLOYMENT: EMPLOYEES OF THE COURT ARE AT-WILL EMPLOYEES AND SERVE AT THE PLEASURE OF THE COURT.**

## **MANDATORY COVID-19 VACCINATION POLICY FOR NEW HIRES**

**Beginning November 1, 2021, the Court has a mandatory COVID-19 vaccination policy for new hires. Candidates must be fully vaccinated or become fully vaccinated before their first day of employment and submit proof of their COVID-19 vaccination to the Court.**

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## **APPLICATION PROCESS**

Please submit a resume with a cover letter and two professional references on or before **November 30, 2023 by 4:00 p.m.** to [Ann.Murray@daytonohio.gov](mailto:Ann.Murray@daytonohio.gov) or by mail to:

**Ann Marie Murray  
Court Administrator  
Dayton Municipal Court  
301 W. Third St. Room 365  
Dayton, OH 45402**