

## CLINTON COUNTY JUVENILE COURT

Position: Community Service Field Supervisor (3 Openings)

Employment Status: Seasonal

Employment Term: May 27, 2025 – August 1, 2025

Hours: 7:30 a.m. – 4:30 p.m.

Pay Rate: \$15.00 per hour

Application Deadline: April 15, 2025

Position is eligible for College Credits

\*\* See attached Position Description for further details. \*\*

If you would like to apply for the position, please forward a copy of your resume and cover letter to Chad Mason, Community Service Coordinator, at

[cmason@clintoncountycourts.org](mailto:cmason@clintoncountycourts.org)



# Clinton County Juvenile Court

## Position Description

Position Description: Community Service Field Supervisor

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Division: Juvenile Court Services

Report To: Juvenile Judge  
Chief Probation Officer  
Community Service Coordinator

Civil Service Status: Unclassified, serves at the pleasure of Juvenile Judge

Employment Status: Seasonal

Entry Pay Range: \$15.00 per hour

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**Job Responsibilities:** Provide direct supervision of youth assigned to the community service program; assist with work site development and promote good public relations with the work site personnel and others; conduct appropriate daily and periodic work crew and equipment preparations necessary to accomplish objectives of assigned tasks; operate assigned motor vehicles to transport youth workers; assure that job crew assignments and work site environments comply with appropriate safety practices and standards; model and monitor safe and appropriate work habits and conduct; instruct and monitor proper use of tools and equipment; promptly report all safety concerns to the Community Service Coordinator; monitor compliance with specific work-site task objectives; evaluate and document the work performance of youth work crew members; provide for safety and care of youth in the event of accident and/or injury; report and document all injuries, accidents, or incidents which occur; assist Community Service Coordinator, as directed; all other tasks and responsibilities as may be directed by the Juvenile Judge, Chief Probation Officer, and Community Service Coordinator.

**Qualifications:** Field Supervisor must possess skill, knowledge and abilities indicated in Job Responsibilities; demonstrate mature and responsible judgment and decision-making ability; must have leadership, supervisory and organizational skills and work well with others; must have good communication skills and good understanding of human behavior. It is preferred that applicant have two years in at least one of the following areas Criminal Justice, Social Services, Psychology or related field.

**Work Schedule:** The Community Service Field Supervisor shall be an intermittent employee who shall work such hours and schedule as determined, from time to time, by the Chief Probation Officer or Community Service Coordinator, with the approval of the Juvenile Court Judge. Scheduled work hours will be between the hours of 7:30 a.m. through 4:30 p.m., Monday through Friday. Work hours and schedule may vary from time to time as affected by weather, special assignments and program funding. Increased work hours during the late spring/summer season shall be considered temporary interim employment in conjunction with the Court's Community Service Program.

**Licensure and Certification Requirements:** The Community Service Field Supervisor must, at all times, have and maintain a valid Ohio driver's license. All Field Supervisors will be required to complete CPR/First Aid/AED training if not currently certified.

**Employment Subject to Funding:** The Community Service Field Supervisor serves at the pleasure of the Juvenile Court Judge. Continuation of the position and of employment will also be subject to adequate funding, as determined by the Court.

This job description is not to be all inclusive and may be changed at any time with or without notice. It is not a contract of employment, express or implied. Job responsibilities may include other responsibilities as assigned by immediate supervisor, department head, elected official.

Clinton County is an Equal Opportunity Employer.