

POSITION DESCRIPTION
GEAUGA COUNTY COURT OF COMMON PLEAS

Position: Presentence Report Writer

Status: Non-Exempt, Unclassified

Reports to: Chief Probation Officer

Supervisor: HR Administrator

Work Schedule: Full-time (40 hours per week) 8:00 a.m. to 4:30 p.m. Monday-Friday. Occasional overtime may be required.

POSITION SUMMARY:

This position is responsible for conducting court-ordered pre-sentence investigations (PSIs) and preparing comprehensive written reports that include sentencing recommendations for the Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct interviews with offenders referred by the Court for pre-sentence investigations.
- Perform thorough investigations into the background of felony offenders, including:
 - Official account of the current offense
 - Defendant's version of the offense
 - Juvenile adjudications
 - Adult criminal history
 - Social history, including family, marital status, education, employment, and substance use
- Interview offenders who have been referred by the Court for a pre-sentence investigation.
- Investigations are to include mental/substance abuse assessments and victim impact statements when applicable.
- Administer and obtain drug screens as required.
- Complete risk and needs assessments using the Ohio Risk Assessment System (ORAS).
- Prepare clear, accurate, and timely written PSI reports and provide oral presentations to the Court, including sentencing recommendations.
- Meet strict court deadlines and manage multiple cases efficiently.
- Conduct investigations and prepare reports for offenders requesting:
 - Intervention in Lieu of Conviction
 - Judicial Release
 - Sealing of RecordsReports are submitted to the presiding Common Pleas Court Judge with a recommendation.
- Maintain regular attendance and adhere to assigned work hours, beginning and ending work on time.
- Perform other related duties as assigned.

KNOWLEDGE, QUALIFICATIONS, SKILLS, AND ABILITIES:

To perform this position successfully, the individual must demonstrate:

- Excellent interpersonal and communication skills, both written and verbal, with the ability to interact effectively with Judges, Magistrates, attorneys, employees, and the public.
- Strong writing skills, including spelling, grammar, punctuation, and accurate keyboarding.
- Proficiency in Microsoft Word (2016 or later); experience with other Microsoft Office applications preferred.
- Strong attention to detail and the ability to follow instructions accurately.
- Ability to work independently or collaboratively in a team environment with minimal supervision.
- Ability to manage competing priorities and meet tight deadlines.
- ORAS Certification within 6 months of hire.
- Attend monthly staff meetings and successful completion of all annual training.
- Knowledge of Geauga County community resources and experience working with criminal offenders, including an understanding of offender behavior, values, and belief systems.
- Ability to build effective working relationships with diverse populations, including individuals with differing perspectives and interests.
- Flexibility and adaptability in a changing work environment.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Demonstrated ethical judgment and professionalism.
- Strong organizational, time-management, reliability, and multitasking skills.
- Professional appearance and demeanor at all times.

QUALIFICATIONS:

- Bachelor's degree from an accredited institution in criminal justice, criminology, psychology, counseling, cognitive behavioral therapy, or a related field; or
- Associate's degree with a minimum of 2 years of experience in offender services or a related field.
- Experience supporting, supervising, and managing offender populations.
- Willingness to work with the criminal offender population.
- Valid driver's license and reliable transportation.
- Strong computer, typing, verbal, and written communication skills.
- Successful completion of a criminal background check, including driving record review, and a pre-employment drug screening.

DISCLAIMER:

This job description is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all duties, responsibilities, qualifications, or working conditions. The Chief Probation Officer reserves the right to modify duties and designate additional responsibilities as needed. This document does not constitute an employment contract.

I acknowledge that I have reviewed and understand the contents of this position description and agree to perform the duties and requirements to the best of my ability.

Signature

Date