

**Recruitment announcement:**  
**Please send cover letter and resume to [courtservices@co.warren.oh.us](mailto:courtservices@co.warren.oh.us)**  
**no later than November 15, 2018**

**POSITION DESCRIPTION**  
**WARREN COUNTY COMMON PLEAS COURT**

**CLASSIFICATION TITLE: Presentence Investigation Writer / Court Report Writer**

**FLSA STATUS: Non Exempt**  
**EMPLOYMENT STATUS: Full Time**  
**REPORTS TO: Supervisor/Lead of Investigative Unit or designee**  
**CIVIL SERVICE STATUS: Classified**  
**WORK HOURS: 8:00am-4:30pm (May vary)**  
**SALARY: Based on Experience**

**DISTINGUISHING JOB CHARACTERISTICS**

Presentence Investigation Writer / Court Report Writer must possess and demonstrate:

- A good understanding of the law and a working knowledge of program/treatment options available.
- Both a compassionate, encouraging, supportive demeanor and a firm, resolution-oriented drive for results.
- Ability to work independently and as part of a close team.
- Willingness to listen, learn, develop and grow.
- Ability to work with defendants, regardless of offense or psychosocial educational development.
- Excellent communication and interpersonal skills.
- Above average organizational and administrative skills.
- Ability to make effective decisions for self and work as a team member with the court report and PSI writing departments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Interviews incarcerated defendants charged with felony, misdemeanor or traffic offenses. Gathers, collates and records, social background, and verifies residence, employment, education and substance abuse issues.
- Performs initial intake packet for multiple departments
- Performs ORAS and enter into DRC portal upon certification
- Complete reports in a timely fashion for local and area courts
- Maintain appropriate boundaries
- Screens, investigates, interprets and provides bond and presentence investigation reports while making recommendations to court based on history and sentencing factors.
- Analyzes defendant/offender records, compiles records and notes pending cases, including probation and parole status.
- Thoroughly understands and adheres to all court and departmental policies and procedures.
- Brings forth a quality and elevation to the department, the court, and the community.

- Performs administrative duties, including, but not limited to, answering incoming phone calls, directing defendants, and data entry and document completion.
- Performs urinalysis as assigned or required by the department
- Must be certified to give all assessments, and on all equipment within 12 months of hire.
- Other duties as assigned by Appointing Authority or designee.

### **EQUIPMENT OPERATED**

- Office equipment, L.E.A.D.S. and others as identified during employment.
- State of Ohio computer system data base.

### **CONFIDENTIAL DATA**

- Will have access to, and must maintain confidential information regarding court matters and defendant/offender.

### **WORKING CONDITIONS**

- Will have direct contact with felony and misdemeanor defendants/offenders in the community and jail. Will have contact with Judges, prosecutors, attorneys and general public.
- Employee must not contribute to or create a hostile work environment: Employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination, or any other behavior that unduly demeans or intimidates another employee.
- Occasional exposure to physical harm by antagonistic defendants and their families.
- Exposure to blood, bodily fluids and tissue.
- Will work inside office, jail, outside in community in all weather and types of terrain.

### **PHYSICAL DEMANDS**

- Applicants should be in good physical condition in order to protect themselves, co-workers and the public when necessary. Training will be continuous on a yearly basis including, defensive tactics, and self-defense, and other required sessions.
- An employee in this position will sit for extended periods of time while typing.

### **SUPERVISION GIVEN AND RECEIVED**

- Department Head, direct supervisor, or designee.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of vocational, mental health, substance abuse and human service resources.
- Ability to act as the liaison between the court, external agencies and defendant.
- Ability to learn and effectively perform all necessary administrative duties.
- Ability to interface pleasantly and professionally with defendants, public and staff.
- Must be detail oriented and possess strong organizational and written skills.
- Ability to contribute to group efforts, establish positive relationships with other employees, seek/accept input and develop/implement problem solving solutions.
- Ability to complete work in an accurate, neat, timely and well-organized manner.
- Knowledge of and ability to use Word and Excel. Must possess ability/willingness to be trained on other software packages.

- Ability to conduct interviews and investigations professionally and tactfully.

### **LICENSURE OR CERTIFICATIONS REQUIRED**

- Valid Ohio Drivers License
- Must become certified on L.E.A.D.S. after employment.
- Must become certified to perform ORAS upon certification.
- Although not required, Officers are encouraged to obtain licensure from the Ohio Counselor and Social Work Board (L.S.W., L.I.S.W., L.P.C., and L.P.C.C.) or a license from the Ohio Credentialing Board (C.C.D.C. I, II or III) or obtain an advanced degree and/or training.

### **QUALIFICATIONS**

- Must be twenty-one [21] years of age at the time of appointment (any misdemeanor criminal convictions will be reviewed on individual basis, no felony convictions).
- Ability to work in a fast paced environment
- Knowledge of modern office practices methods and computer equipment.
- Must possess a valid driver's license (driving infractions will be reviewed on individual basis).
- Must be able to read, write, type, English language with strong verbal and written skills.
- Must demonstrate tact and professionalism in working with people.
- **Required: Degree from an accredited four (4) year college or university in social sciences, psychology, sociology or criminology or related field. Experience may be substituted for education. While an individual with a college degree may be given additional consideration; prior security, law enforcement, social work, counseling, and/or military experience will be strongly considered.**
- The successful applicant will have to undergo a background investigation and drug testing.