

LORAIN COUNTY COMMON PLEAS COURT POSITION DESCRIPTION

Job Title:	Presentence Investigator	FLSA Status:	Non Exempt
Department:	Adult Probation Department	Civil Service:	Classified
Supervisor:	Chief Probation Officer	Employment Status:	Full Time/Part Time

JOB PURPOSE AND OVERVIEW

Investigates, researches, and writes Presentence Investigation reports as ordered by the Judges of the Lorain County Court of Common Pleas and in accordance with ORC 2951.03.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

The following duties indicate the general nature and level of work performed by the Presentence Investigators. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of this position. Other duties may be required or assigned at any time.

1. Investigate defendant's background and collect information pertaining to defendant's criminal history through BCI & I, LEADS and other agencies, family, employment, education, military service, and any other relevant sources.
2. Conduct interviews with defendants.
3. Complete the Ohio Risk Assessment Tool.
4. Complete reports timely and accurately.
5. Maintain complete and accurate records of all investigations.
6. Perform any and all other assigned duties as requested.

QUALIFICATIONS AND REQUIREMENTS

1. Must be able to read, write, speak and understand the English language.
2. Must be able to type (preferably 50 wpm).
3. Must be able to complete work in a neat, precise and timely manner.
4. Must be able to effectively communicate with persons of all ethnic and socioeconomic backgrounds.
5. Must be able to efficiently and effectively manage time and organize workload.
6. Must be able to accept direction and instruction from supervisor(s)
7. Must be proficient with Microsoft Office, including Word, Excel, and Outlook.
8. Must be able to work independently, handle stressful situations and clients displaying erratic and/or combative behavior.
9. Must be able to conduct client interviews.
10. Must have a valid State of Ohio Driver's License with acceptable driving record.
11. Must be capable of adhering to State Standards and the policies and procedures of the Lorain County Adult Probation Department.
12. High school diploma/GED.

Bachelor's Degree or related work experience is preferred, but not required.

COURT EXPECTATIONS OF EMPLOYEE

In completing the duties and responsibilities of this position, the Court expects the incumbent will adhere to all court policies, guidelines, practices and procedures; specifically, in regards to reliability and attendance; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

Employee hereby acknowledges having received a position description and understands the duties, responsibilities, qualifications, and requirements for this position. Employee further recognizes that the above information is not an exhaustive list and may be supplemented or changed at any time.

Signature of Employee

Date

Witness

Date