



**Geauga County, Ohio Court of
Common Pleas**

Job Opportunity

An Equal Opportunity Employer

POSITION: Presentence Report Writer

DEPARTMENT: Geauga County Court of Common Pleas
LOCATION: 100 Short Court Street, Chardon, OH 44124
WORK HOURS: 8:00 A.M. to 4:30 P.M., with some limited overtime
FLSA STATUS: Salaried/Not covered by FLSA
SALARY: \$45,000-\$52,000 commensurate with experience.

QUALIFICATIONS are listed below.

Acceptable qualifications may consist of a combination of training and work experience indicating knowledge, skills and abilities related to the job.

The job description and application is posted on the Court's website at:
<https://courts.geauga.oh.gov/about/careers/>

JOB DUTIES are listed below.

This is a responsible position for which some of the general duties are listed below. A more detailed list can be found on the website.

Responsible for conducting offender interviews referred by the Court for pre-sentence investigations; investigating background of felony offenders, including mental/substance abuse assessments and victim impact statements when applicable; administering/obtaining 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 deadlines and efficiently manage multiple cases; conduct investigations and prepare reports for offenders requesting; maintain professional decorum, regular attendance, and strict confidentiality; and perform other related duties as assigned, with sound ethics and judgment. Must have excellent time management, communication, and presentation skills.

Send cover letter, application, resume and signed job description to: cpgd-hr@geaugacourts.org