

JOB DESCRIPTION  
***PSI WRITER/PROBATION OFFICER***  
ADULT PROBATION DEPARTMENT

**QUALIFICATIONS:** Completion of a four-year degree from an accredited college or university in criminal justice, psychology, sociology, social work or a related field is required plus a minimum of two years experience in working with individuals involved in the criminal justice system is preferred. Must have no legal prohibition against carrying firearms. Physical ability and training sufficient to provide security in all phases of employment. Communication skills, writing skills, good interpersonal relationship skills, positive attitude, telephone skills, computer competency, typing skills and filing skills. Ability to communicate with attorneys, judges, other officials, co-workers, employers, probationers, and the general public. Willingness to participate in continuing education and must appreciate the confidentiality and ethical responsibilities of the Adult Probation Department and the Courts.

**JOB RESPONSIBILITIES:** Under the general direction of the Chief of Adult Probation. Research and compile individuals' criminal histories in preparation for disposition and sentencing; schedule and conduct Pre-Sentence Investigation interviews and attend court hearings. This position also needs to maintain familiarity with all the social agencies available for the rehabilitation of Probationers; corresponds with Penal Institutions and attorneys; instructs probationers of the rules and regulations and verifies their understanding of same; monitors compliance of probationers with the rules and regulations; including, but not limited to: program attendance, employer contacts, home visits, field visits, office visits, obtaining specimens and performing alcohol/drug tests on same; establishes and monitors Court ordered payment schedules; establishes appointment schedules; maintains punctuality; maintains files of assigned probationers; performs computer data entry; attends seminars and reads current literature in the field; effects arrests upon violators; assists in security of department and adjacent areas; assists judges and bailiffs as required; assists in transport of prisoners; assists in security of the department and adjacent areas and transports prisoners: performs other duties as required.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

**HOW TO APPLY:** The application is required and can be downloaded at <https://sanduskycountyoh.gov/uploads/Jobs/Application%203.19%20doc.pdf>. Applications and resumes can be faxed or emailed to Chief Probation Officer, Angie Snell at 41336179 or [snell\\_angie@co.sandusky.oh.us](mailto:snell_angie@co.sandusky.oh.us).