

PRE-SENTENCE INVESTIGATION WRITER/COURT OFFICER

The Richland County Court Services Department, a division of the Richland County Common Pleas Court, is accepting applications to fill the position of a full-time Pre-Sentence Investigation Writer/Court Officer.

QUALIFICATIONS

A Bachelor's Degree is preferred with six months experience; or an Associate's Degree with two (2) years' experience in criminal justice, community corrections, and report writing; or five (5) years' experience in criminal justice, community corrections, and report writing. Individuals must have the ability to effectively interview and create pre-sentence investigation reports and needed court reports, maintain effective working relationships with staff, courts, agencies and the general public, and possess a valid operator's license.

SEND RESUME AND COVER LETTER TO (NO PHONE CALLS):

James J. Bittinger
Chief Probation Officer
Richland County Court Services
50 Park Avenue East, 3rd Floor
Mansfield, Ohio 44902

Deadline for submitting resumes: February 4, 2022.

Richland County Common Pleas Court is an equal opportunity employer.