

## **JOB POSTING**

**JUNE 4, 2026**

The Auglaize County Common Pleas Adult Probation Office is seeking a **Presentence Investigator (PSI)/Writer**

This position is full-time, Monday through Friday  
8:00am until 4:30pm

Interested applicants should submit a cover letter and resume by mail or email to:

Mailing Address:

Auglaize County Common Pleas Court

Auglaize County Courthouse

Attn: Teresa Maze, Court Adm.

201 Willipie Street, Room #207

Wapakoneta, OH 45895

Email: [tmaze@auglaizecounty.org](mailto:tmaze@auglaizecounty.org)

Auglaize County is an Equal Opportunity Employer

## **JOB DESCRIPTION**

### **Presentence Investigator (PSI)/Writer**

#### **Definition-**

The Pre-sentence Investigator is an employee for the Auglaize County Common Pleas Court and is responsible to the Common Pleas Judge for the writing of pre-sentence investigations (PSI). Incumbent is responsible for investigating, researching and writing PSI's to assist the court with the sentencing of felony adult offenders. The individual reports to the Common Pleas Judge.

#### **Summary-**

Under the direction of the Auglaize County Common Pleas Court, primary duties involve conducting Court ordered investigations involving offenders who have been found by the Court to have committed criminal acts. As Court investigator, the successful applicant will conduct thorough investigations, including but not limited to obtaining official version of criminal history as an adult, social history including family, marital, educational, substance abuse, and employment history of felony offenders who have been ordered by the court to undergo a pre-sentence investigation (PSI). The court investigator will also conduct investigations of offenders requesting intervention in lieu of convictions, judicial release, and sealing of records.

The individual must be able to adhere to State Standards and the Policies and Procedures of the Auglaize County Common Pleas Court and Adult Probation Department.

#### **Essential Duties and Responsibilities-**

The following duties are representative of the essential duties of the position. They are not intended to represent the entire functional capacity of the position.

Conducts detailed investigations relating to Court ordered offender social histories including previous criminal history, offender physical environment, in-depth family environment (physical/emotional), chronological history, peer relationships, education, and drug/alcohol history.

Compiles information collected, including all facets of the investigation and performs an in-depth interview with the offender; writes the report making recommendations concerning disposition of the case; and may outline plans for treatment and rehabilitation available to the Court.

Provides in-Court testimony as needed, to include sentencing recommendations.

Maintains a positive, helpful, constructive attitude and working relationship with the department employees, other County employees, Elected Officials and the public.

Employees must be very careful not to release this information to the public or to other individuals, including but not limited to county employees who have not been authorized or who do not have a legitimate organizational, departmental, or business need to know.

### **Primary Functions-**

- Conduct interviews with defendants, family members, agencies and associations to gather pertinent information to complete the PSI;
- Investigates defendant's background and collects information pertaining to the defendant's criminal history, family, medical, employment, education, military service and other matters to determine potential risks and needs of the defendant; Analyzes criminal record checks through the Ohio Bureau of Criminal Investigation, FBI and other agencies.
- Maintains complete and accurate records of all defendant's contacts and defendant's activities.
- Completes required state reports and assessments; Ohio Risk Assessment System (ORAS) and Community Corrections Information System (CCIS); • Answers telephone, screens calls, gives and receives information.
- Schedules, updates, and maintains appointment schedule of defendants, revise and update PSI list.
- Cross training of other job duties within the office. As we are a small department you will be required to be back up to the Secretary and Head PSI Writer on an as needed basis.

### **Qualifications-**

#### **Education and/or Experience-**

A bachelor's degree is preferred. Must possess a valid State of Ohio Driver License and acceptable driving record. Must be able to submit to and pass an employment background check and drug screening. Must not have a criminal record. The individual must be reliable and dependable. The individual must be respectful in striving to accomplish the mission of the Auglaize County Common Pleas Adult Probation Department.

#### **Technology Equipment and Tool Skills-**

Competent ability to use a personal computer, Microsoft Windows, Microsoft Office, databases specific to the County, Internet, and Microsoft Outlook; Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment.

#### **Language Skills-**

Ability to read, analyze, interpret and apply procedures and information. For example: general business periodicals, professional journals, technical procedures, operations manuals, policy and procedure manuals, or governmental regulations; to write original reports, business correspondence; to effectively present information and respond to questions in one-on-one situations and from groups of managers, offenders, customers, and the general public. Excellent oral and written communication skills. Ability to read, write, hear, and speak in English.

#### **Benefits-**

Auglaize County offers a complete benefit package to full-time employees including: health care, dental, vision, flexible spending account (FSA), life insurance, pension, sick leave and deferred compensation plans.