

## **PROBATION REPORT WRITER**

### **DEFINITION**

Under general supervision to prepare adult felony and misdemeanor pre-sentence reports; juvenile disposition reports; adult own recognizance/bail reduction reports; other investigations and reports as assigned; appear in court to defend recommendations and present case; and perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized class responsible for performing report writing for adults and juveniles for use in court. Responsibilities include interviewing defendants, victims, and employers and other interested parties, making recommendations as to the best disposition of the cases, completing other investigations and reports as assigned and appearing in court to defend recommendations. This class is distinguished from Deputy Probation Officer is that it is only responsible for probation report writing and presentation, not the full range of D.P.O. duties. Further this position is not a peace officer pursuant to California law.

### **REPORTS TO**

Chief Probation Officer, Deputy Probation Officer III

## **PROBATION REPORT WRITER – 2**

### **EXAMPLES OF DUTIES:**

- Prepares adult felony and misdemeanor pre-sentence reports for the Superior Court.
- Prepare juvenile disposition reports.
- Prepares adult own recognizance and bail reduction reports.
- Appears in court to defend recommendations and present cases.
- Interviews defendants, victims, employers, parents, teachers and other interested parties.
- Reads and interprets prior criminal history reports, law enforcement and psychological reports and various codes and regulations.
- Makes recommendations as to the best disposition of the cases including recommendations to the court to detain or release the defendants from custody.
- Completes other investigations and reports as assigned.
- Confer with prosecution and defense counsel and other professionals involved in case.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods, frequent stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; use of office equipment including computers, telephones, calculators, copiers and FAX; sufficient physical ability and strength self and deal with aggressive individuals; corrected hearing and vision to normal range.

### **TYPICAL WORKING CONDITIONS**

Works is performed in an office and in the field environment (including jail and/or juvenile facility); continuous contact with staff, the public as well as adult and juvenile probationers.

## PROBATION REPORT WRITER – 3

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Adult criminal and juvenile justice system.
- Sentencing rules and laws and purposes of sentencing.
- Community, public and private agencies available for the probationer or juvenile.
- Report writing for court purposes.
- Various codes including penal, welfare and Institutions, Health and Safety, etc.

#### **Ability to:**

- Interview clients and elicit necessary information.
- Prepare and present effective written and oral reports.
- Learn the provisions of civil, penal, welfare and institutions, education, vehicle and health and safety codes.
- Establish and maintain an effective relationship with probationers and others.
- Work cooperatively with peace officers and related social service agencies.
- Operate various office equipment such as computers, copiers and FAX.
- Prepare review and analyze data.
- Work under stress of court imposed deadlines.

**Training and Experience:** Any combination of training and experience, which would likely provide the required knowledge of abilities is qualifying. A typical way to obtain this required knowledge and abilities would be:

At least one (1) year of work experience in Probation, Law Enforcement, or the Social Services field is highly desirable.

Equivalent to graduation from college with a major in Criminology, Sociology, Psychology, Social Work, Administration of Justice, Public Administration or a closely related field.

**Special Requirements:** Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.

Ability to pass a thorough background investigation.