



<b>Job Title</b>	<b>Pre-Sentence Investigator</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>1</b>	<b>Job Code</b>	<b>12095</b>

**Class Specification – Pre-Sentence Investigator**

<b>Summary Statement:</b>	
<p>The purpose of this position is to perform a wide variety of duties in support of the City of Colorado Springs Municipal Court including conducting pre-sentence investigations and making recommendations about the length and severity of the sentence. This position will require the creation of reports to include a summary of the information obtained through the interview process, investigations, and a collection and synthesis of criminal history. May be required to testify in court.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Perform a wide variety of duties in support of the City of Colorado Springs Municipal Court; conduct investigations which include gathering criminal history, evaluating police, and military and probation reports, reviewing psychological evaluations and treatment information and offense information. Investigation includes victim contact and interviewing the offender. Investigator will determine offender’s needs and risk to the community. Some interviews may be conducted in a detention facility.
30%	Creates Pre-Sentence Investigation reports. The Report contains sentencing recommendations for disposition of the case and outlines plans for treatment and rehabilitation available to the court. The report will be written once the interview and investigation has been completed and will thereafter be submitted to the Chief Probation Officer prior to the sentencing date.
25%	Responsible for file maintenance. Maintain records in both physical and electronic versions; both files must be updated as the investigation proceeds. All confidential information must be properly obtained, stored and released to authorized personnel only. Forward to the appropriate location once the investigation is concluded and ensure that PSIR is filed with the court.



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**Competencies Required:**

**Human Collaboration Skills:** Work requires regular interaction involving exchange and receipt of information.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in criminal justice, psychology, sociology, counseling or a related field.

**Experience:** One year of full-time criminal justice experience including experience specific to area of assignment.

**Education and Experience Equivalency:**



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One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy; must be able to obtain CJIS Security Certificate.

**Supervision Exercised:**

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

**Supervision Received:**

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title has no budgetary/fiscal responsibility.

**Physical Demands:**

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Never



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Physical Hazards	Several Times per Week
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Frequently

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, scanner, fax, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office and specialized legal software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: April 2019