



## Seminole County Sheriff's Office

### ADULT PROBATION OFFICER I

Class Spec Code: 1050  
 Established Date: 10/14/2020  
 Last Revised Date: 01/12/2022  
 Effective: 01/12/2022

#### Salary Range

\$16.33 - \$26.17 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Professionals

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Under the direction of the Probation Supervisor, this position is responsible for the monitoring and guidance of defendants assigned to Pretrial Diversion and offenders eligible from release from jail awaiting court disposition, with emphasis on community protection.

#### Typical Duties

**Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.**

Perform routine data inquiries, extractions and entries in local and state law enforcement databases.

Responsible for monitoring clients, tracking case progress and court order compliance. Ensures that all assigned defendants are following their terms and conditions of pretrial diversion by providing orientation and clear and specific instructions regarding actions that must be taken. Observe and report on the lifestyle, personal problems and needs of offenders that become apparent during contact with offenders, families or other collateral contacts.

Create, gather and distribute documents, files and records and will conduct interviews to collect standard information and/or to provide routine information and instruction to clients; will have interaction with clients to conduct general inquiries, assist in completing necessary forms and paperwork, provide information and follow-up as needed.

Prepares and maintains accurate and complete case notes for all defendant appointments; monies paid, observations of client's behavior and pertinent information about client; outlines the procedures taken and the information explained during the course of pretrial diversion.

Collect and interpret urinalysis specimens from clients as needed.

Maintain and update accurate case files, completes all appropriate forms and documents on all case activity in Café or other SCSO software program.

Analyzes Global Positioning Satellite (GPS), electronic monitoring reports. Uses basic hand tools to install, uninstall and maintain client tracking equipment. Conduct interview of inmates in jail setting.

Assist all staff in the Criminal Justice and Rehabilitation Division

#### Minimum Qualifications

- Bachelor's degree in Psychology, Sociology, Criminal Justice, or a closely related field
- Must possess and maintain a valid Florida driver's license
- Must become NCIC/FCIC certified via an FBI background screening and FDLE qualification and examination within six (6) months of employment

#### Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's

duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Ability to learn the basic principles of Probation Division functions, services and programs; to maintain a high level of confidentiality; to present clear and concise written and oral reports in the English language using proper sentence structure, punctuation, grammar and spelling; ability to multi-task, work on multiple cases, projects at the same time and ability to maintain accurate, well-written case files; to resolve conflict and crisis intervention; to be sensitive to change and responsive to changing goals, priorities and needs.

Knowledge of the criminal justice system, including terminology, processes and procedures; of court procedures and legal terms; of case management methods and techniques; of basic electronic data input and computer technology including Microsoft Office products.

#### **TECHNICAL REQUIREMENTS**

Operate alcohol and urinalysis type test kits.

#### **WORKING CONDITIONS**

Working environment is generally an office setting, may include driving an agency work vehicle. Work is conducted mostly during normal business hours but may be subject to being on call or have call out periods.

#### **PHYSICAL ATTRIBUTES REQUIREMENTS**

**Mobility**-Frequent sitting for extended periods of time; walking and standing is limited, some stooping, bending; constant use of a computer

**Lifting**-Able to lift twenty-five (25) pounds

**Visual**-Constant overall vision; constant color perception, constant eye-hand coordination; constant depth perception; frequent reading/close-up work;

**Dexterity**-Frequent repetitive motion and reaching

**Hearing/Talking**-Constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio

**Emotional/Psychological**- Potential contact with hostile individuals; frequent public contact; decision-making and concentration

**Special Requirements**-Ability to behave respectably and with utmost integrity even when off duty. Normal business hours with some special assignments, working weekends, nights, holidays, and/or overtime; May be required to respond for any critical incident, manmade or natural

**Environmental**- Mostly office environment conditions.