



Seminole County Sheriff's Office

ADULT PROBATION OFFICER II

Class Spec Code: 1060

Established Date: 06/22/2021

Last Revised Date: 01/12/2022

Effective: 01/12/2022

Salary Range

\$17.96 - \$28.77 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

Responsible professional work in monitoring court-ordered probationers, which may include high risk adult offenders and/or offenders eligible for 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.

Ensures compliance with court-ordered conditions, compiles violation reports, and expedites execution of warrant or notice to appear, assist law enforcement in the arrest if necessary, and testifying accordingly in court.

Supervises assigned cases including field, office, and jail contact, and interviews employers and other persons in the community on home inspections. Perform routine data inquiries, extractions and entries in local and state law enforcement databases. Conducts criminal checks. Assesses risk level based on the criminal history.

Informs defendants of required court dates and rules and conditions of release, and establishes defendants' acceptance and understanding of his or her obligations.

Analyzes Global Positioning Satellite (GPS) electronic monitoring reports. Uses basic hand tools to install, uninstall, and maintain offender tracking equipment.

Performs duties relating to cases scheduled for appearance in court; various public relation activities, such as addressing community groups or participating in conferences and panels of other agencies.

Contacts public and private community agencies to secure aid in attempting to solve offenders' problems.

Refers offenders to community agencies. Acts as consultant in the social planning of the community.

Contacts collateral sources for information to evaluate or verify current information on offender's adjustment.

Establishes ongoing relationship with offenders.

Enforces court orders. Documents facts and testifies in court. Brings alleged violations of the offender to the attention of the court and/or brings the offender before the court as required. Determines when circumstances warrant modification of court orders and initiates the necessary action to procure a decision by the court on such modification.

Gathers and evaluate data, including information about the offender's home, school, church, neighborhood, and about relevant social service agencies. Maintain and update accurate case files, completes all appropriate forms and documents on all case activity in Café or other software program.

Minimum Qualifications

- Bachelor's degree in Psychology, Sociology, Criminal Justice, or a closely related field
- One (1) year experience in probation investigations and supervision/case management

- 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 has a heavy emphasis in field investigation work which includes driving an agency vehicle. Work is conducted during normal business hours but may be subject to being on call or have call out periods.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Frequent sitting and standing for extended periods of time; some stooping, bending, climbing stairs and running; constant use of a computer

Lifting-Able to lift 25 pounds

Visual-Constant overall vision; constant color perception, constant eye-hand coordination; 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; direct inmate contact, exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration

Special Requirements-Ability to behave respectably and with utmost integrity even when off duty. Work may include working weekends, nights, holidays, and/or overtime or call outs; May be required to respond for any critical incident, manmade or natural

Environmental- Exposure to varied weather conditions.