



## Seminole County Sheriff's Office

### ADULT PROBATION OFFICER

Class Spec Code: 1060

Established Date: 06/22/2021

Last Revised Date: 11/18/2022

Effective: 05/17/2023

#### Salary Range

\$19.97 - \$29.96 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 defendants placed on probation and pre-trial diversion, including high-risk adult offenders, and offenders eligible for release from jail on the EMPACT program (Electronic Monitoring Protection and Crime Tracking) awaiting court disposition, with emphasis on community protection.

#### Typical Duties

***Note: Listed functions, duties, responsibilities, and skills are 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, expedites execution of warrant or notice to appear, assists law enforcement in the

arrest if necessary, and testifies accordingly in court.

Responsible for monitoring clients, tracking case progress, and providing orientation and clear and specific instructions regarding actions that must be taken.

Supervises assigned cases, including field, office, and jail contact; interviews employers and other persons in the community; and conducts home inspections.

Prepares and maintains accurate and complete case notes for all defendant appointments.

Perform routine data inquiries, extractions, and entries in local and state law enforcement databases, conducts criminal background checks, and assess the risk level based on criminal history if needed.

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

Analyzes Global Positioning Satellite (GPS) electronic monitoring reports. Uses basic hand tools to install, uninstall, and maintain offender-tracking equipment. Organizing and orchestrating GPS releases from surrounding counties; mental health facilities and hospitals. Working on-call schedules to include nights, weekends, and holidays.

Performs duties relating to various public relations activities, such as addressing community groups or participating in conferences and panels with other agencies.

Collect and interpret urinalysis specimens from clients as needed.

Refers offenders to public and private community agencies to secure aid in solving offenders' problems and verifying current information on offenders' adjustment.

### **Minimum Qualifications**

- Bachelor's degree, preferably in Psychology, Sociology, Criminal Justice, or a closely related field
- One (1) year experience in comparable training, experience and education. Direct experience with probation investigations and/or supervision/case management preferred.

Must become NCIC/FCIC (National Crime Information Center/Florida Crime Information Center), certified via an FBI (Federal Bureau of Investigation), background screening and FDLE (Florida Department of Law Enforcement), qualification and examination within six (6) months of employment

- Must possess and maintain a valid Florida Driver's License

### **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.

Present clear and concise written and oral reports in English, using proper sentence structure, punctuation, grammar, and spelling.

Have the ability to multi-task, work on multiple cases and projects at the same time, and ability to maintain accurate, well-written case files.

Resolve conflict and crisis intervention; be sensitive to change and responsive to the evolving goals, priorities, and needs.

Have knowledge of the criminal justice system, including terminology, processes, and procedures; court procedures and legal terms; understanding of Florida Statutes as they pertain to probation; case management methods and techniques; basic electronic data input and computer technology, including Microsoft Office products.

#### **TECHNICAL REQUIREMENTS**

Operate alcohol and urinalysis-type test kits.

Use basic hand tools to install, uninstall, and maintain offender-tracking equipment.

#### **WORKING CONDITIONS**

The working environment heavily emphasizes field investigation work, which includes driving an agency vehicle.

Work is conducted during normal business hours and working on-call, nights, weekends, holidays, and during State of Emergencies.

Work in a correctional facility.

### **PHYSICAL ATTRIBUTES REQUIREMENTS**

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

***Lifting-*** Able to lift 25 pounds

***Visual-*** Constant overall vision, color perception, 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 the utmost integrity even when off duty. Work may include weekends, nights, holidays, and overtime or call-outs. May be required to respond to any critical incident, man-made or natural.

***Environmental***- Exposure to varied weather conditions.