



Seminole County Sheriff's Office

SR ADULT PROBATION OFFICER

Class Spec Code: 1070

Established Date: 10/15/2020

Last Revised Date: 06/02/2023

Effective: 06/15/2023

Salary Range

\$21.97 - \$32.96 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 probationers which may include high-risk adult offenders or offenders eligible for release from jail on the EMPACT Program (Electronic Monitoring Protection and Crime Tracking) awaiting court disposition, with emphasis on community protection. Assist supervisor as needed.

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, expedites execution of warrant or notice to appear, assists law enforcement in the

arrest if necessary, and testifies accordingly in court.

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

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.

Informs defendants of required court dates, rules and conditions of supervision/release and establishes and understanding of their obligations. 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; 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.

Enforces court orders, documents facts, testifies in court, brings alleged violations of the offender to the court's attention, and brings the offender before the court as required.

Determines when circumstances warrant modification of court orders and initiate the necessary action to procure a decision by the court on such modification.

Gathers and evaluates data, including information about the offender's home, school, church, neighborhood, and relevant social service agencies.

Maintain and update accurate case files and complete all appropriate forms and documents on all case activity in Café or other software programs.

May be assigned operational projects at the discretion of the supervisors.

Conduct New Officer Training: Help plan, implement or approve at least forty hours of continued training for the division.

Assist with Accreditation Process.

Minimum Qualifications

- Five (5) years of continuous service at SCSO as an Adult Probation Officer
- Must have Meets Standards or higher overall on the most recent Performance Evaluation
- Must have no verbal or written reprimands within the last year to include formal

corrective action plans

- Completion of the FTO program for Adult Probation Officer and EMPACT during first (1st) five (5) years
- Working knowledge and regular demonstrated proficiency of all programs relevant to the Probation Division to include EMPACT, PTD, CLO, General Probation Supervision, and any additional programs inherent to the Probation Division.
- Successful completion of the 40-hour FDLE FTO program or any equivalent 40 hour or more leadership training.
- Recommendation of Probation Supervisors and Management team.
- 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; 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 and 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 the evolving goals, priorities, and needs.

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, and holidays

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