



Seminole County Sheriff's Office

SR ADULT PROBATION OFFICER

Class Spec Code: 1070
Established Date: 10/15/2020
Last Revised Date: 02/11/2022
Effective: 02/11/2022

Salary Range

\$19.76 - \$31.67 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

Supervise assigned teams of probation officers and responsible professional work in monitoring court-ordered probationers, which may include high risk adult offenders and/or offenders.

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.

Supervise a team of probation officers within the division to include but not limited to tactical operations, EMPACT, and / or pretrial – court liaison officers.

Serve as acting division managers in the absence of the Probation Manager for extended time frames. Complete performance evaluations on an annual basis, bi monthly supervision notes, and complete all disciplinary actions or awards. Plan, implement, or approve at least forty hours of continued training for the division.

Maintain all essential supervision needs of an open caseload due to absence of an assigned general risk officer.

Submit all reports, monthly checks, violations, modifications, closures, monthly reconciliation lists, or any other essential reports within the current submission standards of the probation division. Review and approve all reports to include violations of conditional release, modifications and terminations.

Conduct or delegate rapid response field contacts and coordinate and implement compliance operations.

Maintain proper use of all electronic data bases or case management software and shall maintain accuracy in regards to all coding for narratives and searches.

Conduct all checks on current, supervised caseloads for both probation, pre trail, and GPS EMPACT.

Knowledge in and be able to complete intake sessions.

Conduct presentations, attend or plan functions, board meetings, conferences, and outside trainings. Senior Probation Officers will conduct staff meetings and attend monthly management meeting sessions.

Review and plan the implementation of internships, volunteers, or job shadows per the current needs of the probation division.

Minimum Qualifications

- Bachelor's degree in Psychology, Sociology, Criminal Justice, or a closely related field
- Three (3) years experience in probation investigations and supervision/case management; or any equivalent combination of training and experience
- 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.

Extensive knowledge of the principles of Probation Division functions, services and programs; ability 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. Ability to read, write and speak Spanish is desirable.

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 consists of both an office environment and field investigation work which includes driving an agency vehicle. Work is conducted with an irregular shift and 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.