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DESOTO COUNTY, FLORIDA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Probation and Pretrial Services Supervisor

Department: Probation

Pay Grade: 110 (\$51,711.74 - \$81,703.20)

FLSA Status: Exempt

GENERAL DESCRIPTION:

Responsible for work supervising the operations of the Pretrial Services and Misdemeanor Probation programs for the County. Work is performed under the general direction of the Twelfth Judicial Circuit's Pretrial Services Director.

ESSENTIAL JOB FUNCTIONS:

1. Supervises two full time staff, including the selection, training, review and discipline of staff.
2. Develops and implements probation and pretrial services policies and procedures, and ensures they operate efficiently, fairly, and in accordance with applicable Florida law and Rules of Court.
3. Responsible for oversight of misdemeanor probationers and defendants released from jail pending trial.
4. Conducts pre-sentence, post-sentence, and other investigations related to misdemeanor probationers.
5. Counsels clients and refers them to specialized treatment and services at guidance clinics, health clinics, and related organizations.
6. Ensures compliance with orders and special conditions of release for pretrial and probation clients, including drug testing. Reviews violation reports, warrants and program completions for accuracy and consistency.
7. Responds to questions from the court, state attorneys, and defense attorneys regarding investigations and compliance with court orders.
8. Responsible for overseeing the Offender Work Program for clients.
9. Maintains a Pretrial Intervention Program.
10. Liaisons with the judges of DeSoto County, State Attorney's Office, defense attorneys, local law enforcement agencies, and the public. Attends court hearings as necessary. Serves as the Court Administration representative on DeSoto County's Public Safety Coordinating Council.
11. Makes purchasing requests on behalf of the department.
12. Performs other job-related duties as required by supervisor or Trial Court Administrator. In emergency situations, the Chief Judge or Trial Court Administrator may assign the employee duties

and responsibilities that are not associated with their primary function but are deemed to be mission essential.

MINIMUM QUALIFICATIONS**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the applicable laws, statutes, regulations, and practices involving pretrial services and probation, including but not limited to interviewing and screening techniques; investigative and fact-gathering techniques; courtroom procedures, practices and demeanor; report preparation; and case management.
- Ability to communicate effectively, both orally and in writing, with the general public, attorneys, court staff, law enforcement, and judges.
- Strong computer skills required, including knowledge of using Microsoft products, online databases, and similar computer programs
- Ability to counsel persons who are having physical, financial, alcohol, drug, personal and related problems.
- Ability to supervise others effectively.
- Ability to organize and carry out job assignments unsupervised.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four (4) year college or university with a bachelor's degree in social science, Criminology, Psychology, or related field and three (3) years of professional experience in pretrial, probation, or a related field. A comparable amount of training, education, or experience can be substituted for the minimum qualifications on a year-for-year basis. Supervisory experience is preferred.

Special Qualifications:

Possession of a valid Florida Driver's License. Must obtain certification by the Florida Department of Law Enforcement (FDLE) as a Florida Crime Information Center/National Crime Information Center (FCIC/NCIC) operator within six (6) months of appointment; and must keep CJIS Certification current.

ESSENTIAL PHYSICAL SKILLS:

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Employee must have visual acuity, acceptable hearing and the ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Work is performed primarily in an office environment. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

EMPLOYEE ACKNOWLEDGMENT:

The information above is an accurate description of the duties of my position. I have had the opportunity to read and discuss my position description with my supervisor. I fully understand that my performance evaluations will be based on its contents.

Updated: 10/2025

Employee name: _____

Employee signature: _____

Date: _____

Supervisor Acknowledgment

The above job description accurately represents this employee's assigned duties and responsibilities.

Supervisor name: _____

Supervisor signature: _____

Date: _____