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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 Officer

Department: Probation

Pay Grade: 103 (\$35,056.32 - \$54,337.30)

FLSA Status: Non- Exempt

GENERAL DESCRIPTION:

This position is responsible for the intake and supervision of Probation and Pretrial Services clients through the day-to-day supervision of a population of offenders (clients) ordered to Probation or Supervised Pretrial Release (SPR) by the DeSoto County Court. The position monitors progress and ensures compliance with court-ordered conditions, including the Offender Work Program (OWP).

ESSENTIAL JOB FUNCTIONS:

1. Provides instructions regarding court-ordered conditions of Probation and SPR and monitors compliance with court-ordered conditions.
2. Refers clients to court-ordered agencies and monitors progress.
3. Conducts statistical comparisons of data. Assists in the preparation and maintenance of department records.
4. Searches databases and notes for pertinent information on court dockets for use in court.
5. Attends court hearings.
6. Prepares orders, violation reports, affidavits, and warrants pertaining to compliance and non-compliance of Probation and/or SPR conditions. Updates client information for apprehension as data is received.
7. Monitors all community service work programs. Provides guidance and prioritizes work assignments. Accounts for all participants and monitors that court-ordered payments are made. Provides statistics from community service and compliance.
8. Inputs and updates cases in court database for Probation and SPR clients.
9. Creates SPR packets for court review.
10. Tracks Probation clients throughout supervision.
11. Tracks clients placed on SPR on weekly-basis, and monitors clients who have not been released from jail throughout the term of the case.
12. Conducts and monitors drug screens.

13. Regularly communicates with the DeSoto County Sheriff's Office, judicial offices, State Probation, and the Clerk of Court to obtain necessary information (i.e., SPR conditions, first appearance records, dispositions, arrest reports) for each Probation and SPR client.
14. Inputs cases into Citizens Right to Know database.
15. Terminates Probation and SPR cases from court database when supervision is terminated or complete.
16. Assists with problem solving court clients and personnel as may be needed.
17. Other duties as may be assigned by the Probation and Pretrial Services Supervisor or Trial Court Administrator.

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

- Knowledge of basic interviewing and screening techniques
- Knowledge of investigative and fact-gathering techniques
- Knowledge of courtroom procedures, practices, and demeanor
- Strong computer skills required, including knowledge of using Microsoft products, online databases, and similar computer programs
- Skills in preparing clear and concise reports, correspondence, and other written materials.
- Skills in using online databases and programs to search records.
- Ability to maintain accurate case records
- Ability to maintain effective working relationships with others and foster teamwork
- Ability to communicate effectively, verbally and in writing
- Ability to interact successfully with individuals from various socio-economic, ethnic, and cultural backgrounds in person and over the telephone, often where relations may be confrontational or strained
- Ability to uphold high professional standards

EDUCATION AND EXPERIENCE:

A bachelor's degree from an accredited college or university with a major in criminal justice, counseling, social or behavioral science or a related field is preferred. Progressively responsible related experience may be substituted on a year-for-year basis for the required college degree.

Special Qualifications:

Possess 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.

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: _____

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