

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## PROBATION SUPERVISOR

<b>JOB CODE: 30015</b>	<b>PAY GRADE: 16</b>	<b>PAY RANGE: \$45,000 - \$72,000</b>
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### GENERAL DESCRIPTION

Under the direction of a Sergeant, this position is responsible for a major work component of the Misdemeanor/Probation Unit. Incumbent oversees the unit's daily operations assuring work is complete and accurate and acts as the liaison between the unit and other related agencies. This position is required to have knowledge of and ability to perform the duties of their subordinates and may be required to assume additional supervisory and administrative responsibilities in the absence of the Sergeant. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Regularly monitor the accuracy, completeness, and timeliness of case supervision activities; performing quality assurance reviews of case files to ensure requirements of the court and agency policy and procedures are being met;
- Regularly review and evaluate work performance of subordinates, identifying problems and formulating solutions to those problems and identifying training needs to improve performance; conduct performance reviews of staff assigned;
- Act as the front line trainer and coach to unit members; provide regular training sessions and staff meetings to keep members current on new procedures, statutes, or rules that need to be implemented;
- Create and monitor staff schedules;
- Analyze staff needs based on case load to maintain an efficient staff to client ratio;
- Analyze all interstate compact cases for jurisdiction;
- Liaison between unit members and other departments and outside agencies for distribution and collection of information and to resolve operational issues;
- Assist judge by providing information from case files and make recommendation to the court for final case disposition; ask the judge questions or requests clarification on cases;
- Provide customer service to attorneys, judges, law enforcement personnel and the general public;
- Serve as a point of contact for information concerning cases processed within the unit, capable of responding to any inquiry within established guidelines;

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- Prepare and supervise collection of statistics concerning work activities and the preparation of reports;
- Perform administrative staff work for supervisor;
- Assist in staff tasks as necessary; may be required to fill-in for another court representative;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## **QUALIFICATIONS**

- Graduation from an accredited college or university with a Bachelor's Degree in Sociology, Psychology, Criminal Justice, or related field
- 4 years' experience in field of Probation, with 2 years' in a supervisory role
- Or an equivalent combination of education and experience
- Must possess a valid Florida driver's license

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of criminal justice principles and practices
- Working knowledge of court procedures and legal terms in order to assist judges and instruct clients
- Ability to perform all the duties and responsibilities of subordinates
- Ability to plan, organize, and supervise the work of subordinates in a manner conducive to full performance and high morale
- Ability to interpret information, process data and provide observations and recommendations regarding probation conditions and/or termination of probation
- Ability to effectively interact and communicate with a wide range of people
- Ability to maintain a high level of confidentiality
- Knowledge and skills in the use of related software for use in word processing and data entry
- Time management and organizational skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 4 hours per day
- Stand up to 1 hour per day
- Walk up to 3 hours per day
- Continuously lift up to 10 lbs.
- Occasionally lift up to 25 lbs.
- Continuously reach
- Frequently kneel or twist
- Occasionally bend, squat, or climb