

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## PROBATION SPECIALIST

<b>JOB CODE: 50221</b>	<b>PAY GRADE: 12</b>	<b>PAY RANGE: \$40,102 - \$64,162</b>
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### GENERAL DESCRIPTION

Under the direction of the Probation Supervisor, this position is responsible for the monitoring and guidance of defendants assigned to probation ensuring that they follow the terms and court ordered conditions of probation and are not involved in further crimes. Incumbent assists the defendant with accessing the necessary community resources to successfully complete probation and meet their needs. This position serves as a liaison with various organizations including but not limited to the judicial system, social services, mental health providers, families of defendants, victims and their families and local law enforcement. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Ensures that all assigned defendants are following their terms and conditions of probation by providing orientation and clear and specific instructions regarding actions that must be taken;
- Monitor progress/compliance through regular meetings, field supervision, phone contact, database searches for new charges/violations and documenting progress as required by the court order;
- Interviews defendants to verify information, determine special conditions or needs, establish goals, schedule appointments, and refer defendants to agencies/providers;
- Evaluates defendant's progress and recommends intensity of supervision based on observations from time of conviction thru the period of adjustment after release from a program/facility based on past criminal history;
- Refers defendants to employment agencies, to mental health clinics and other related organizations based on observations, interviews, and court ordered conditions;
- Conduct a needs assessment using court validated software to identify the criminogenic needs of defendants and develops/modifies a case plan to assist the defendant in addressing those needs;
- Documents and tracks monies paid for restitution, cost of supervision, or other court mandated fines, court costs or fees;
- Prepares and maintains accurate and complete case notes for all defendant appointments; monies paid, observations of clients behavior and pertinent information

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about defendant; outlines the procedures taken and the information explained during the course of probation;

- Prepares, processes, and coordinates violations of probation, warrants, defendant's own motions, terminations of probation; checks various databases for new charges/offenses; notifies and instructs defendant of procedures and completes necessary forms;
- Produce timely and accurate monthly, quarterly, annual or semi-annual statistical reports on behalf of the agency;
- Participates in Sheriff's Office recruitment and community relations activities as directed

Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

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 an Associate's Degree in Business Administration, Public Administration, Criminal Justice or related field AND one (1) year related experience, OR
- An equivalent combination of education and experience
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

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

- Knowledge of the criminal justice system, including terminology, processes and procedures
- Knowledge of community resources, employment programs, social agencies or groups, which may assist in the probationers employment
- Ability to present clear and concise written and oral reports with excellent communication and interpersonal skills to interact with a diverse population
- Ability to multi-task, work on multiple cases, projects at the same time without becoming frustrated or disorganized
- Ability to maintain accurate, well-written case files
- Knowledge and skills in the use of related software for use in word processing and data entry



- Knowledge of court procedures and legal terms in order to assist judges and instruct defendants
- Ability to testify in court and provide observations and recommendations regarding defendant's probation conditions, failure and compliance with court ordered conditions
- Ability to effectively interact and communicate with a wide range of people
- Ability to maintain a high level of confidentiality
- 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 2 hours per day
- Walk up to 2 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally reach
- Occasionally bend, kneel, or twist
- Occasionally squat or climb