

**\*All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

## JOB OPENING

### COUNTY PROBATION ASSISTANT

**Grade 25: \$37,587.43 (\$18.07/hr.) - \$51,814.68 (\$24.91/hr.)**

**DEPARTMENT:** PROBATION

**DIVISION:** MANAGEMENT & BUDGET & GENERAL SERVICES

**GENERAL DESCRIPTION:**

Responsible for administrative work and the supervision of Court ordered offenders assigned to county probation services and released from Hardee County jail into the Electronic Monitoring Program. Ensures that all individuals placed under the supervision of this agency are in complete compliance with all Court ordered conditions or are returned to Court for appropriate disposition should they fail to meet their obligations. Work is performed under the direct supervision of the County Probation Community Services Director.

**ESSENTIAL JOB FUNCTIONS:**

1. Completes intake interviews; determines appropriate agency or location for referral for completion of special conditions; and instructs offender regarding all aspects of their Court Ordered probation, including potential legal sanctions for failure to comply.
2. Monitors substance abuse evaluations, treatment, and urinalysis.
3. Coordinates and/or schedules mandatory courses and any other educational or corrective measures deemed appropriate by the Judge.
4. Maintains detailed progressive case notes on each offender. Documents all instructions to, and contacts with, offender. Monitors, and responds appropriately to, multiple due dates related to each probation sentence.
5. Must make sound recommendations for sentencing based on statute, criminal history, and specifics of defendant's attempt to comply with court orders, including attending and testifying under oath at court hearings.
6. Proposes, prepares, and generates legal documents including, but not limited to, termination and/or modifications of probation, orders revoking warrants, affidavits of violation of probation, and arrest warrants.
7. Coordinates and cooperates with Judges, Public Defender, State Attorney, law enforcement, Pre-Trial Release, private counsel, and other criminal justice related resource agencies.
8. Retains and compiles data to be used in monthly, quarterly, and annual statistical reports relating to the budget process and to satisfy County, State, and Federal requirements.
9. Sustains an effective working relationship with court and law enforcement personnel and officials, other employees, offenders, and the public.
10. Ability to use good judgment, make independent decisions, and to collect organize, and evaluation data.
11. Compliance with maintaining the confidentiality of records.
12. Maintain attention to detail, organize, prioritize, and manage work to meet necessary time requirements.
13. Remains calm in an anxious, intense environment. Ability to remain flexible as conditions change and continue effective performance in the face of additional challenges.
14. Collects fees and accurately documents within the accounting software.

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(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the practice and techniques involved in probation\parole work. Knowledge of the practice and techniques included in counseling criminal offenders. Ability to counsel persons who are having physical, financial, alcohol, drug, personal and related problems.

**Bilingual ability (English-Spanish) is preferred.**

**EDUCATION AND EXPERIENCE:**

Minimum possession of a two (2) year degree in Social Science, Criminology, Psychology or related field is required. Two (2) years' experience in probation\parole, social work, or related field, is highly desired but not required. Valid driver's license is required.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License. Certification from Florida Department of Law Enforcement for NCIC and FCIC records check.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to access, input and retrieve information from a computer.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to type at a prescribed rate of speed.
- Ability to take and transcribe shorthand at prescribed rate (if required by the position).
- Ability to communicate both orally and in writing.

**ENVIRONMENTAL CONDITIONS:**

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**Approved by BOCC 3/6/03**  
**Pending approval 9/14/21**