HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Probation Specialist

Job Code: W2934
Pay Grade: WK
Pay Scale: $24.81-$46.22 Hourly; $51,604.80-$96,137.60 Annually
Exempt: No

OVERVIEW

Manage probation cases to ensure compliance with court orders, maintain accurate and complete records, and coordinate individuals with community resources.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Maintain accurate, detailed case management files on assigned probationers.
- Conduct interviews with probationers, assist unscheduled walk-ins from court, and provide coverage for absent colleagues.
- Monitor each probationer's unique probation requirements (e.g. professional counseling, mandatory meetings, classes, weekend jail time, community service, vehicle impoundments, collection of fees, restitution and costs, GPS, alcohol monitoring, random drug tests, monthly reporting, indigent screening, etc.) through regular contact, case planning, database searches, and documentation.
- Provide orientation and clear instructions to probationers regarding court-ordered terms and conditions.
- Evaluate each probationer's progress and recommend intensity of supervision based on observations from time of adjudication through the duration of the individual's active probation.
- Prepare warrants and notice of hearings.
- Compile and submit monthly statistical reports.
- Respond to inquiries from the public and community agencies via phone, email, and in-person; provide status updates and refer probationers to appropriate resources.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of the Sheriff's Office and Department of Detention Services policies and procedures.
- Working knowledge of the criminal justice and judicial system including terminology, processes, and procedures.
- Working knowledge of community resources, employment programs, social agencies, or groups that may assist in probationer employment.
- Working knowledge of customer service and general office policies, procedures, and practices.
- Ability to handle cash and financial transactions.
- Ability to generate accurate case files, computations, and verification of data.
- Ability to handle confidential information.
- Ability to communicate effectively, both orally and in writing.
- Ability to testify in court and provide relevant information.

- Ability to multi-task and work on multiple cases/projects simultaneously.
- Ability to work effectively with others to include probationers under challenging conditions.
- Ability to use a computer, scanner, electronic signature pad, and related software.

SKILLS

- Confidentiality
- Case Management
- Multitasking
- Interview Techniques

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- Stand or sit at a workstation for prolonged periods and walk long distances.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Four years of clerical and/or customer service experience.

OR

- An associate's degree from an accredited institution of higher education.
- Two years of clerical and/or customer service experience.

OR

- A bachelor’s degree from an accredited institution of higher education.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference,

employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.

- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.