



BOARD OF COUNTY COMMISSIONERS
DESOTO COUNTY

Human Resources Department
201 East Oak Street
Arcadia, Florida 34266
Telephone (863) 993-4808
Fax (863) 993-4708
Drug-Free Workplace

REQUISITION #24-24

RECRUITMENT NOTICE

As an employer, DeSoto County will not permit discrimination because of race, color, handicap, creed, religion, ancestry, national origin, sex, age, marital status, or political affiliation. We make every effort to employ best-qualified individuals. Preference shall be given to certain veterans and spouses of veterans as provided by Chapter 295, Laws of Florida.

POSITION: PROBATION & PRETRIAL OFFICER
POSITION #: 90405
DEPARTMENT: PROBATION
SALARY RANGE: \$35,056.32 - \$54,337.30
OPENING DATE: APRIL 17, 2024
CLOSING DATE: OPEN UNTIL FILLED

GENERAL DESCRIPTION:

Responsible for the supervision of all offenders sentenced to probation under Florida Statute 948.06 and oversees the Probation Office in the Director's absence.

ESSENTIAL JOB FUNCTIONS:

1. Assists in the day-to-day supervision in person and over the phone of an average of over 300 offenders. Refers them to other state and county offices depending on the court offered probation special conditions and ensures compliance. Runs all offenders every month through our state-wide computer system to detect any new offenses, and confirm that their driver's licenses are valid.
2. Receipts cash and money order payments verifies for accuracy and prepares for deposit every day for the director.
3. Answers inquiries from the public and other agencies in person and by the phone.
4. Constructs and maintains offender files. Prepares probation orders, instructs on standard and special conditions of probation, and processes warrants for an ever-increasing offender population. Reviews all files for completion of probation and possible early terms, for department director to confirm and/or approve.
5. Provides verification/supervision of Community Service and Work Program workers per guideline established by the Probation Department.
6. Coordinates transportation of workers to various work locations as required, maintains county vehicle and other county equipment as needed.
7. Works flexible days with some weekend duties.
8. Performs other job-related duties as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of probation department regulations.
- Knowledge of operation, maintenance, limitations, and safety precautions of work program vehicles.
- Ability to operate equipment over rough terrain and to perform manual labor under adverse weather conditions.
- Ability to understand and communicate written and verbal instructions.
- Ability to obtain information and keep accurate records necessary to complete accurate reports.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent; two (2) years of experience involving administrative duties and operation and routine maintenance of various equipment. Experience in supervision of personnel. A comparable amount of training, education, or experience can be substituted for the minimum qualifications.

Special Qualifications:

Must possess a valid Florida Driver's License, Class "B" or above with passenger endorsement.

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 access, input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

Work is performed primarily outside in various environmental conditions with noise, dust, dirt, mud, fumes and uneven conditions. Required work with traffic and other hazardous conditions. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

THIS IS A DISASTER ESSENTIAL POSITION.

DeSoto County is an Equal Opportunity Employer. It is the policy of the County to administer its employment practices without regard to race, color, creed, religion, national origin, ethnicity, age, gender, pregnancy, marital status, veteran status or disability. This policy applies to all employment practices and personnel actions including, but not limited to, recruitment, screening, selection, hiring, training and development, determinations of pay and benefits, evaluation, scheduling, job assignments, promotion, transfer, demotion, layoff, discipline and dismissal.

The County complies with all applicable federal, state and local laws mandating equal employment opportunity practices and prohibiting impermissible discrimination. The County will not tolerate any discrimination based upon an individual's race, color, creed, religion, national origin, ethnicity, age, gender, pregnancy, marital status, veteran status or disability.

TO APPLY VISIT:

www.desotobocc.com

or

www.employflorida.com