

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



SENIOR PROBATION SPECIALIST

JOB CODE: 50210	PAY GRADE: 14	PAY RANGE: \$45,678 - \$73,084
------------------------	----------------------	---------------------------------------

GENERAL DESCRIPTION

Under the general direction of the Probation Supervisor, this position is responsible for the supervision of the Probation Specialists. Member's role as a working leader is to oversee the Probation Specialists in their duties and responsibilities assuring work is complete and accurate. Member is required to have knowledge of and ability to perform the duties of their subordinates, and in the absence of the Probation Supervisor, is required to assume additional supervisory and administrative responsibilities. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employees' welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Receives, reviews, and approves terminations of probation, violations of probation, status checks, creative orders, defendant's motions, etc., in accordance with established procedures of the program
- Answers various questions, emails, phone calls from staff, clients, providers, or court personnel
- Reviews and research cases and/or files with potential problems, unusual situations or situations needing the attention of their own supervisor
- Meets with clients in the absence of the Probation Specialist
- Manages a case load of probation clients
- Produces timely and accurate monthly, quarterly, annual or semi-annual statistical reports on behalf of the agency
- 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 report to work
- 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 an Associate Degree in Business Administration, Public Administration or related field
- Two (2) years' related experience
- Or 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

- Ability to perform all the duties and responsibilities of a Probation Specialist
- Ability to plan, organize and supervise the work of subordinates in a manner conducive to full performance and high morale
- Ability to multitask, work on multiple cases, projects at the same time without becoming frustrated or disorganized
- Ability to effectively interact and communicate with a wide range of people
- Ability to maintain a high level of confidentiality
- Knowledge of statutes, ordinances, regulations and judicial rulings governing probation
- 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 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 5 hours per day
- Stand up to 1 hour per day
- Walk up to 2 hours per day
- Lift up to 10 lbs.
- Occasionally lift up to 25 lbs.
- Occasionally reach
- Occasionally bend, squat, reach kneel and or twist