

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

DAVID GEE, SHERIFF

Tampa, FL



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Job Title: Detention Specialist
Job Code: W2932
Pay Grade: WH
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform duties maintaining accurate and complete records; monitoring terms and conditions of probation; and guiding and securing community resources for all inmates and defendants that are the responsibility of the Hillsborough County Sheriff's Office.

Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Maintain accurate and secure files, case notes and computer databases on all inmates booked into the county jail and all defendants sentenced by the county courts.
- Ensure 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/interviews, field supervision, phone contact, established goals, needs assessment and developed case plan, database searches for new charges/violations and documentation of progress as required by the court order.
- Process and document cash, surety bonds, restitution, cost of supervision, releasing checklist transactions, and other court mandated fines/costs/fees.
- Respond to in-person/telephonic inquires from the general public and community resources regarding inmate and/or defendants probation status, refer inmates/defendants to community resources and provide answers based on information that is contained in the Sheriff's Office records.
- Process and coordinate teletypes, faxes, warrants, violations of probation, termination of probation and bond recommits from local, state, federal, or international agencies that pertain to a status of an inmate's custody in jail and/or defendants probation.
- Process the first appearance court docket; provide criminal justice entities a copy to include charging documents and update inmate files as directed by the Courts.
- Process the daily court schedule and secure transport list for all jail inmates for Felony, Misdemeanor, and Traffic court.
- Process records to release inmates from jail or to other jurisdictions, correctional/law enforcement agencies, mental health facilities or for the transfer of inmates to Florida State Prison and/or Florida State Hospital, etc., as directed by the courts.
- Evaluates defendant's progress and recommends intensity of supervision based on observations from time of conviction through the period of adjustment after release from a program/facility.
- Input inmate immigration status and file information received from federal agencies.
- Perform other related duties as required.



Knowledge, Skills, and 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, which may assist in the defendants 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 inmates and defendants within a secure detention setting.
- Ability to use a computer and related software.
- Ability and willingness to work nights, weekends, and holidays.

Minimum Qualification(s)

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from high school or possession of a GED Certificate; and

Two years of clerical and/or customer service related experience; and

A passing score on pre-employment testing; and

20 net words per minute on a typing test; or 70 gross keystrokes per minute with 90% accuracy on a data entry test.

OR

An Associate's Degree from an accredited college or university; and

One year of clerical and/or customer service related experience; and

A passing score on pre-employment testing; and

20 net words per minute on a typing test; or 70 gross keystrokes per minute with 90% accuracy on a data entry test.

OR

Graduation from high school or possession of a GED certificate; and

Successful completion of the Detention Specialist Trainee program.

Additional Requirements

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a 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 criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.