

Human Resources Division  
Job Description  
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**Job Title:** Probation Specialist  
**Job Code:** W2937  
**Pay Grade:** WJ  
**Pay Scale:** \$17.25-\$30.68 Hourly; \$35,880.00-\$63,814.40 Yearly  
**Exempt:** No  
**Probation:** Twelve-month 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 probationers 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.

- See approximately 8 to 10 scheduled probationers per day, provide services to unscheduled walk-ins from court, and cover other employees' cases when they are absent; maintain accurate, detailed case management files on each probationer.
- Monitor each probationer's unique probation requirements to include 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 meetings/interviews, phone contact, established goals, needs assessment and a developed case plan, database searches for new charges/violations, and documentation of progress as required by the court order; ensure all assigned probationers are following their terms and conditions of probation by providing orientation and clear and specific instructions regarding actions that must be taken.
- 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.
- Create reports for monthly statistics.
- Respond to in-person/telephonic inquires, phone messages, emails, and letters from the general public and community resources regarding probation statuses providing answers based on information that is contained in the Sheriff's Office records and referring probationers to community resources.
- 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 that may assist in the probationers employment.
- Working knowledge of customer service and general office policies, procedures, and practices.

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- Skill in the application of interviewing techniques.
- 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.

**Minimum Qualification(s)**

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

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

A passing score on pre-employment testing; and

30 net words per minute on a typing test; or 100 gross keystrokes per minute with 90% accuracy on a data entry test.

OR

An associate's degree from an accredited institution of higher education; and

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

A passing score on pre-employment testing; and

30 net words per minute on a typing test; or 100 gross keystrokes per minute with 90% accuracy on a data entry test.

OR

A bachelor's degree from an accredited institution of higher education with a major in social work, criminal justice, behavioral sciences, or a related field; and

A passing score on pre-employment testing; and

30 net words per minute on a typing test; or 100 gross keystrokes per minute with 90% accuracy on a data entry test.

**Additional Requirements**

- Depending on area of assignment, incumbents 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. Tattoos on hands, neck, or arms must be covered with white, black, or neutral colored covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 24 months.
- 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 including polygraph, reference/employment/neighborhood checks, medical evaluation, and drug screening.

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**Benefit Information**

Benefits include but are not limited to:

- Medical, Dental, Vision, and Life Insurance coverage
- Florida Retirement System and Deferred Compensation
- Paid time off including sick, vacation, and holiday time
- Employee Assistance Program
- Short and Long Term Disability Insurance
- Employee incentives for educational degrees and bilingual (Spanish) abilities
- Tuition reimbursement
- Paid training

**Keywords:** *911 Operator, Agent, Bailiff, Cadet, Correctional Officer, Corrections, Court, Criminal Justice, Criminology, Deputy, Detective, Detention, Dispatch, Emergency Responder, First Responder, Forensic, Government, Guard, Inspector, Intelligence, Investigation, Investigator, Jail, Law Enforcement, Patrol, Police Officer, Probation, Protection, Protective, Public Safety, Recruit, Security, Sheriff, Specialist, Telecommunicator, Trainee*