

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

DAVID GEE, SHERIFF

Tampa, FL



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Job Title: Detention Specialist Trainee
Job Code: W2930
Pay Grade: WF
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform trainee 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.

Note: Incumbents function in a trainee capacity to gain proficiency in the duties listed below and become eligible for promotion to Detention Specialist upon successful completion of the trainee program.

- 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 recommitments 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

Note: To be acquired during the training period.

- 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

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

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

Special Probationary Note

Employees in this class are required to complete a six-month training program as defined by the Sheriff's Office. Upon certification by the Sheriff's Office of successful completion of training, incumbents will be promoted to Detention Specialist. The training period may be extended by the Sheriff's Office.

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.