

Court Services Officer I

Program/Dept.: Pretrial Services & UA Lab / Court Services

Location: Daytona Beach & DeLand

Position #: 4188

Hourly Rate: \$19.64

Deadline to Apply: January 17, 2025

Function:

This position rotates through three departments under the Court Services umbrella:

Pretrial Supervision: Responsible for the supervision of defendants released to Pretrial Services. Primary responsibilities include assuring defendants understand court-ordered conditions of release, monitoring compliance of court-ordered conditions, and providing case-related data to the judiciary. Additional duties include but are not limited to, maintaining electronic case files, observing urine collections, conducting field visits as needed, monitoring GPS cases and testifying in court.

Pretrial Assessment: Responsible for interviewing defendants, researching criminal histories and preparing corresponding paperwork to be considered by the Judiciary for potential release at First Appearances.

Urinalysis Lab: Responsible for the observation and collection of specimens from defendants in Pretrial Services, transporting and preparing them for testing in the agency analyzer, entering results, preparing analysis reports and testifying in court when required.

This position will have extensive phone and in-person contact with the public as well as other government agencies. The person who occupies this position shall obtain two certifications within the first year of employment. One certification is to become a Certified Pretrial Services Practitioner through the National Association of Pretrial Services Agencies (NAPSA) at the employee's expense. Another is to obtain FLDE (Florida Department of Law Enforcement) CJIS (Criminal Justice Information System) certification. When the training becomes available obtaining certification on the operation and maintenance of the urinalysis screening analyzer is also required.

Work hours will include periodic weekends and holidays. Headquarters subject to change based upon the needs of the court. Day travel to offices throughout the county will be required as needed.

Minimum Requirements:

Any combination of education and experience totaling 4 years. The preferred candidate will have experience working in the criminal justice field and 3 years of Microsoft Office experience.

This Volusia County-funded position is paid biweekly and includes the Volusia County benefits package. The successful applicant will be subject to a criminal background screening and employment eligibility verification through E-Verify. If not already a Volusia County-funded employee, the successful applicant is required to undergo a drug screening test.

How to Apply

For information on minimum requirements and instructions on how to apply, please visit www.volusia.org/personnel.

Create and submit an online application specifically for this posting by the deadline. If you require an accommodation to participate in the application/interview process, please contact Tracy Woodman at twoodman@circuit7.org with as much notice as possible. We will be happy to make every effort to accommodate reasonable requests.

The 7th Judicial Circuit Court is an equal opportunity and E-Verify employer.



SEVENTH
JUDICIAL CIRCUIT OF FLORIDA