

Sr. Court Services Officer

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

Location: DeLand

Position #: 2963

Annual Salary: \$62,068

Deadline to Apply: Open until Filled

Function:

Highly responsible professional work within Court Administration, supervising Court Services Officers in the Pretrial Services - Assessment, Supervision, and Urinalysis Lab (training, evaluation, quality control, work review). This position maintains an active client caseload, works in the UA Lab along with the staff being supervised, and occasionally works after hours, monitoring defendants placed on GPS. Assists the Court Services Manager in administrative functions as assigned. Prepares administrative and statistical reports as directed. The position is headquartered in DeLand; however, the headquarters are subject to change based upon the needs of the Court. **Office hours are subject to change as department assignments are updated. ** These hours may include periodic weekends and holidays.

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.

Minimum Requirements:

Any combination of education and experience totaling 7 years. The preferred candidate will have at least one year of supervisory experience, criminal justice experience and 3 years of Microsoft Office experience.

ADA Requirements:

Physical Demands: Primarily sedentary work requiring sitting, bending, stooping, kneeling, and standing. Able to move about an office. Able to lift and carry up to 10 pounds. Able to operate a computer keyboard and other office equipment requiring repetitive

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 Israel Gonzalez at igonzalez@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.

hand movement. Able to speak and hear. Visual acuity (peripheral vision, depth perception) is necessary to operate a motorized vehicle. Finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional manuals, documents, abstracts, procedures and policies; legal documents, memos, letters and summaries. Ability to perform general mathematical functions. Ability to speak clearly and concisely, relaying technical information, data and details to laymen. Ability to write complex reports relaying information.



SEVENTH
JUDICIAL CIRCUIT OF FLORIDA