TENTH JUDICIAL CIRCUIT
POLK, HIGHLANDS AND HARDEE COUNTIES
JOB ANNOUNCEMENT

OFFICIAL JOB TITLE: **PRE-TRIAL INTERVIEWER**
$12.46 PER HOUR/25,913.16 ANNUALLY

CLOSING DATE: **Open until filled**

WORK SCHEDULE: **8 or 12 HOUR SHIFTS (6pm to 6am)**

JOB LOCATION: **POLK COUNTY JAIL**

WORKING JOB TITLE: **INTERVIEWER**

MAJOR FUNCTION:

Interviews defendants booked into the Polk County Jail to gather pertinent information for the court's review in determining appropriateness for pre-trial release. Makes recommendations to court and attends First Appearance Hearings.

ILLUSTRATIVE DUTIES:

- Interviews defendants booked in the Polk County jail, with the exception of those booked in on a sentence, those with military or parole commission holds and those who are sentenced prisoners from a correctional facility with an order to secure to the Polk County Jail.
- Obtains information regarding the defendant's true name and aliases, social security number, home address, mailing address, prior residences, overall residence stability, age, DOB, sex, race, offenses currently charged with, date of arrest, out of county arrest, current employment and employment stability, educational background, ties to the community, marital status and stability, family status and stability, financial status including ownership of property, military service, prior and current local criminal history, prior and current state criminal history, prior and current national criminal history as available, physical health status, mental health status, alcohol and drug use, abuse and/or involvement in treatment and references.
- Verifies all information obtained from the defendant via telephone confirmation or office visit.
- Compiles packet of all above information and any other pertinent information for Director's review and recommendation prior to First Appearance Hearings daily and at any other appropriate time to assure a defendant's review by the court regarding their pre-trial release status.
- Prepares and completes applicable and required forms, reports and memorandums. Performs related duties as required by the Director.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of penal rules and regulations and jail procedures. Knowledge of laws and procedures relating to maintenance of confidential court records. Knowledge of skillful interviewing techniques. Ability to become familiar with Criminal Justice Agencies and applicable community resources. Ability to maintain an effective working relationship with court and law enforcement personnel and officials and other employees in the general public. Word processing (typing) required.

MINIMUM QUALIFICATIONS:

High School Graduation required. Minimum of 2 years college preferred. Experience and knowledge of the criminal Justice System preferred.

SPECIAL REQUIREMENT

Spanish/English bilingual preference.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Interested applicants must complete a State of Florida job application form and submit it no later than the closing date indicated above to:

Stephanie Sullivan
Human Resources Manager
Post Office Box 9000, Drawer J102
Bartow, FL 33831-9000
Telephone: (863) 534-4035
Fax: (863) 534-4699
TDD: (863) 534-7777
ssullivan@jud10.flcourts.org

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.