



**TENTH JUDICIAL CIRCUIT
POLK, HIGHLANDS AND HARDEE COUNTIES
JOB ANNOUNCEMENT**

OFFICIAL JOB TITLE: Pretrial Services Investigator
\$31,200.00/annually

WORK SCHEDULE: Monday through Friday

CLOSING DATE: Open until filled

JOB LOCATION: Office of Pretrial Services
1755 US 17 S, Bartow, FL 33830

MAJOR FUNCTION:

The Pretrial Services Investigator conducts a comprehensive review of inmates in the Polk County Jail; conducts daily maintenance of assigned caseload; conducts investigations into residence, employment, mental health status, third party custody and any other area requested by the Court regarding incarcerated defendants being considered for pretrial release.

ILLUSTRATIVE DUTIES:

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

- Explains the pretrial release program to defendants who are released from jail and placed under pretrial release supervision by the Court;
- Verifies residential, employment and other related information as applicable for the Court regarding incarcerated defendants being considered for pretrial release;
- Obtains local, state and national criminal history information and arrest reports regarding incarcerated defendants being considered for pretrial release;
- Obtains and verifies similar information for the Court regarding bond hearings for incarcerated defendants.
- Contacts, coordinates and cooperates with law enforcement agencies, the Office of the State Attorney, the Office of the Public Defender, private attorneys, probation officers and other resource agencies;
- Contacts victims and family members as applicable to assist the Pretrial Services Director in making appropriate release recommendations to the Court;
- Maintains an assigned caseload of defendants who are released and placed on pretrial release by the Court;
- Sends letters to supervised clients who fail to check-in by telephone as ordered by the Court;
- Maintains up-to-date personal data on all supervised clients;
- Provides information to clients regarding their cases;

- Monitors supervised clients' curfews as directed by the court;
- Attends First Appearance hearings at the Pretrial Services Director's request;
- Attends court proceedings and testifies before the Court during legal proceedings as necessary;
- Performs any services of an investigative or informative nature as requested or required by the Court;
- Prepares all applicable and/or required forms, reports and/or memorandums and disseminates them to the Court within the required time frames;
- Completes any other duties as assigned by the Pretrial Services Director.

KNOWLEDGE, ABILITY AND SKILLS:

- Knowledge of the organization and function of the court system; proficiency in Microsoft 365 and other various applications.
- Knowledge of: Florida Statutes regarding criminal law; court appearance procedures; court procedures regarding first appearance and arraignment dockets; preliminary hearing dockets; and trial docketing;
- Knowledge of laws and procedures related to the maintenance, dissemination, confidentiality and retention of official court records;
- Knowledge of interviewing and investigative skills and techniques;
- Ability to Interact courteously and professionally with emotionally upset and/or demanding individuals;
- Ability to perform job duties timely and efficiently in a high-energy/fast paced work environment;
- Ability to become familiar with criminal justice agencies and applicable community resources;
- Ability to foster and maintain an effective working relationship with the Court; court staff and other Pretrial Services employees; law enforcement personnel and the general public;
- Ability to use good judgment and make independent decisions;
- Ability to communicate effectively, both orally and in writing;
- Conduct matters with integrity, discretion and confidentiality.

MINIMUM QUALIFICATIONS, REQUIREMENTS and PREFERENCES:

- Graduate of an accredited four-year college or university with a bachelor's degree in Criminal Justice, Criminology, Psychology, Sociology or a related field;
- Possess a minimum of one-year investigative, criminal justice, social services or related work experience. A comparable amount of training and experience may be substituted for the minimum educational qualifications on a year-for-year basis;
- The ability to speak Spanish is preferred, but not required.

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 application form and submit it no later than the closing date previously 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**

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