**Job Description:** Calhoun County Probation Officer

**Salary Range:** $42,000 - $47,000

**Position Type:** Full-time Equivalent (35 hours per week)

**Starting Date:** October 1, 2024

**Required Education & Experience:**

* Graduation from an accredited high school or possession of an acceptable equivalent diploma.

**General Description of the Job:**

The essential functions of the position include supervision of criminal misdemeanor probationers and conditionally released criminal defendants throughout the entire term of their court-ordered supervision. This includes collaboration with judges, assistance state attorneys, assistant public defenders, assistant clerks, private attorneys, and related staff. Supervision requires no field work as all responsibilities are conducted in office. Clerical and interpersonal communication skills are a necessity. Knowledge of court processes is beneficial, but not required. This position will be selected and supervised by the Calhoun County Judge. Submit applications at the Calhoun County Clerk’s Office, Calhoun County Courthouse, Room 130, Blountstown, FL. Application deadline September 10th.

**Knowledge, Skills, and Abilities:**

* Working knowledge of business English, spelling, grammar, and punctuation.
* Ability to input data on computer equipment and use standard office business machines including a calculator, keyboard, scanner, and copier.
* Ability to understand and follow moderately complex oral and written instructions.
* Ability to establish and maintain effective working relationships with other employees, the public, judges, and attorneys.
* Ability to maintain effective telephone answering and information gathering skills.

Applications can be picked up in the Clerk’s Office from Dara B. Schamens, HR/PR Deputy Clerk.