

PROBATION CLERK I

PROBATION INTAKE-Primary contact for individuals placed on Probation. Sets up file, explains terms of Probation which may include distributing class literature, and collects initial information from the Probationer. Follow up as needed by written or telephone correspondence. Maintains term book. Follows up via written or telephone correspondence regarding missed appointments. Shares monitoring responsibility with other Probation Department staff.

DAILY FINANCIAL REPORTING-Collects daily payments from mail or in person. Keeps accurate records regarding payments and reports to Finance as needed to ensure Probationers meet the terms of their Probation. Accepts purge payments as needed. Occasional overall review of files for accuracy. Also responsible for monthly stat reports, financial reporting and deposits.

PHONE DUTIES- Responsible for assisting Probationers and public in a professional manner to ensure that terms and conditions are met by Probationers. Assists or directs other callers as needed. Keeps an accurate log for telephone correspondence.

COURT-Back-up for first appearance hearings in the absence of other department member.

APPOINTMENT CALENDAR- Sets appointments as dictated by the terms of the Probation.

TESTING-Collects and tests specimens as necessary for drug testing.

EPORTAL FILING-Files all case correspondence in a timely manner.

BACK-UP-Back-up for any and all functions of other Probation Department staff.

MAIL-Shares the responsibility of processing incoming and outgoing mail correspondence daily as necessary.

ALL OTHER DUTIES OR RESPONSIBILITIES THAT MAY BE ASSIGNED BY THE CLERK .

POSITION WILL BE POSTED UNTIL FILLED. PLEASE SUBMIT RESUME AND COMPLETED APPLICATION TO THE CLERK OF COURT TRAFFIC AND RECORDING DEPARTMENT: 201. N. OKLAHOMA STREET, STE. 201, BONIFAY, FL 32425.

EQUAL OPPORTUNITY EMPLOYER & DRUG FREE WORKPLACE.

UPDATED MARCH 2026