

VACANCY ANNOUNCEMENT

Fourteenth Judicial Circuit

www.jud14.flcourts.org



Position: Pretrial Release/ Work Program Director

Salary: \$1,649.76 Bi-weekly

Location: Bay County

GENERAL DESCRIPTION

This is a highly responsible administrative, supervisory and technical position directing and coordinating the Bay County Work Program and the Pretrial Release Program. Work is performed under the direction of the County Administrative Judge and supervised by the Trial Court Administrator.

EXAMPLES OF WORK PERFORMED

(Omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.)

- ▶ Supervises, directs, and coordinates the work activities of the Work Program Administrative Assistant and the Pre-Trial Release Administrative Assistant.
- ▶ Supervises defendants who have been ordered into the Bay County Work Program by the courts of Bay County.
- ▶ Assigns defendant to the Bay County Work Program upon order of the courts of Bay County and monitors participants in the Bay County Sheriff's Weekend Inmate Work Program.
- ▶ Screens defendants booked into the Bay County Jail to determine eligibility for release on a conditional release bond.
- ▶ Files affidavits on and attends court proceedings for those defendants who have violated court orders by failing to perform work hours.
- ▶ Presents program information and statistics to local, state, and federal authorities and the general public as requested.
- ▶ Collects, compiles, and analyzes statistical data pertaining to the Work Program and Pretrial Release Program and submits periodic reports to the Chief Judge and community stakeholders.

EDUCATION

Four year degree from an accredited college or university in Judicial Administration, Criminology, Business Administration or related field.

EXPERIENCE

Two years' of related experience with one year in a supervisory capacity.

COMMENTS

- ▶ The successful applicant will be hired at the salary listed and is subject to a criminal background check.
- ▶ If you need an accommodation to participate in the application process, please call the contact person listed below. TTY users may call through the Florida Relay Service at 711.
- ▶ We do **not** accept applications electronically.

SEND AN ORIGINAL AND FOUR (4) COPIES OF A CURRENT STATE OF FLORIDA APPLICATION AND VERIFICATION OF EDUCATION TO:

MAIL TO:

Sarah Pearce
Court Administration
P. O. Box 1089
Panama City, FL 32402-1089

DELIVER IN PERSON:

Courthouse Annex
301 McKenzie Avenue
Panama City, FL 32401
Phone: (850) 747-5338

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Closing Date:
July 14, 2017
5:00 PM, CT