

# VACANCY ANNOUNCEMENT

## FOURTEENTH JUDICIAL CIRCUIT



**Position:** Administrative Assistant - County Funded  
**Bay County Pretrial Release Program**

**Salary:** \$1,035.08 Bi-Weekly

**Location:** Bay County

### GENERAL DESCRIPTION

The position performs responsible administrative work serving the Bay County Court and more specifically the Bay County Pretrial Release Program. This position meets with the public daily and maintains confidential records. Duties are performed under the supervision of the Pretrial Release Program Director; however, some degree of independent judgment is required.

### 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.)

- ▶ Enrolls and monitors defendants ordered into the Pretrial Release Program with a conditional release bond;
- ▶ Verifies and documents demographic, family and employment information;
- ▶ Coordinates and monitors compliance with court orders (i.e., drug and alcohol rehabilitation, domestic violence counseling, and adherence to injunctions for protection);
- ▶ Prepares official court documents (e.g., affidavits, arrest warrants, orders) on defendants who violate the program rules;
- ▶ Maintains close working relationships with the Bay County judges, their judicial assistant, and the county's deputy clerks.
- ▶ Checks in clients each week by telephone, or in person, and updates the weekly call-in roster;
- ▶ Answers incoming telephone calls and responds to public inquiries concerning the program.
- ▶ Researches criminal histories; prepares a variety of weekly and monthly reports; conducts audits of active case files; performs other related duties as assigned.

### MINIMUM REQUIREMENTS

High school diploma or equivalent. Three years of experience, preferably in the criminal justice system. A comparable amount of training and/or experience may be substituted for the minimum qualifications.

### COMMENTS

- ▶ The successful applicant will be subject to a criminal background check.
- ▶ If you need an accommodation to participate in the application process, please contact the person at the number indicated below. If you are hearing impaired, please dial 711.
- ▶ We do **not** accept applications electronically.

**SEND AN ORIGINAL AND THREE (3) COPIES EACH 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

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

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

**Closing Date:**  
**October 20, 2017**