

DISTINGUISHING CHARACTERISTICS OF WORK

- This entry-level work provides for the delivery of defense-focused disposition services to Public Defender clients.
- An employee in a position allocated to this class is responsible for interviewing clients, assisting with institutional release procedures, assisting in the preparation, presentation and disposition of cases and providing assistance and counseling services for clients.
- Work is performed at the direction of and under the close supervision of a higher-level employee and is reviewed through conferences and reports for the achievement of desired results.

JOB SPECIFIC DUTIES

- Assists in the early disposition of cases prior to arraignment
- Facilitates negotiation and settlement of cases
- Arranges custody releases
- Devises appropriate treatment plans to be presented to the Courts as alternatives to incarceration
- Develops plans and arrange for habilitative or rehabilitative counseling and direct services
- Interviews clients, refers clients to appropriate resources and facilitates access to resources
- Assists in pre-sentence, post-sentence, penalty phase, and other investigations
- Gathers information about the client's family, education, social, employment, military, and treatment history
- Identifies and outlines background information for use by experts
- Assesses treatment options and provides disposition and treatment recommendations
- Locates and develops community services to meet client needs, and maintains an updated resource manual
- Provides psychological histories, diagnostic impressions, and makes referrals for crisis counseling
- Secures psychiatric, psychological and neurological evaluations from consultants
- Prepares psychosocial evaluations
- Provides information about community resources and correctional institutions to the Courts and attorneys

- Accomplishes department and organization mission by completing related tasks as needed

NOTE: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. 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.

MINIMUM TRAINING AND EXPERIENCE

- Graduation from an accredited four-year college or university with coursework in a social or behavioral science, or an equivalent combination of training and experience.
- An equivalency diploma issued by a state department of education may be substituted for high school graduation.

If you are a retiree of the Florida Retirement System (FRS), please check with the FRS at 1-844-377-1888 on how your current benefits may be affected if you are re-employed with the State of Florida. Your current retirement benefits may be canceled, suspended, or deemed ineligible depending upon the date of your retirement.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-866-663-4735). Notification to the hiring authority must be made in advance to allow sufficient time to provide accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

Benefits

- Florida Retirement System benefits
- Life Insurance Coverage
- Comprehensive Medical and Prescription Drug Coverage
- Preventive Care Benefits and Wellness Program
- College Tuition Reimbursement
- Annual Leave and Sick Leave
- Paid Holidays
- To learn more about the eligible employee benefits available, please visit: www.mybenefits.myflorida.com

To Apply

Send Resume and Cover Letter to: Apply@flpd6.gov