

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



A.R.M.S. SHIFT SUPERVISOR

JOB CODE: 30010	PAY GRADE: 11	PAY RANGE: \$37,080 - \$59,328
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GENERAL DESCRIPTION

Under the direction of the Records Supervisor, performs work of considerable difficulty involving planning, organizing and operating an automated records management system during a particular shift. Responsible for scheduling and coordinating work flow, assisting specialists in report production and establishing and maintaining quality standards. Work is reviewed through observation and results obtained. **Shift work is required.**

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Plans, organizes directs, and controls the overall operation of a computer aided records system during a particular shift;
- Schedules and coordinates work flow; assists ARMS Data Assistants in report production and in establishing and maintaining quality standards;
- Analyzes production data and procedures, identifies problem areas, and recommends corrective action;
- Reviews report entries for accuracy in factual information, spelling, grammar, punctuation and proper Uniform Crime Reporting (UCR) code entry;
- Ensures that Florida Crime Information Center (FCIC) entries and inquiries are correctly processed and disseminated;
- Responsible for coordinating with the Information Technology Bureau on any hardware or software problems within the ACISS system;
- Responsible for A.R.M.S. personnel administration and guidance;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.



QUALIFICATIONS

- Graduation from an accredited college or university with an Associate's Degree
- OR four (4) years' experience in a related field
- Or equivalent combination of education and experience
- An accuracy score of 80% on data entry
- Typing speed of 40 wpm
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of automated records management system operations, responsibilities and policies
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Good knowledge of standard criminal investigative techniques
- Considerable knowledge of FCIC entry and inquiry requirements
- Considerable knowledge of UCR system
- Ability to develop effective office procedures and clerical training programs
- Ability to effectively supervise a specialized clerical staff
- Ability to provide information accurately and concisely, orally, and in writing
- Considerable skill in spelling, grammar, and punctuation as used in the report review process
- Time management, organizational, and problem solving skills
- Ability to effectively and courteously interact with the public and fellow members
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Occasionally lift up to 25 lbs.
- Occasionally bend, squat, or reach