

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



CRIMINAL JUSTICE SPECIALIST – DEPARTMENT OF DETENTION AND CORRECTIONS

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| JOB CODE: 50050 | PAY GRADE: 53 | PAY RANGE: \$44,583 - \$64,645 |
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GENERAL DESCRIPTION

Under the general direction of a supervisor, performs work of a responsible nature related to the operation of housing unit and facility control rooms within the Department of Detention and Corrections. Members may work directly with inmate work crews if assigned to specialty units within the Department of Detention and Corrections. Work is performed in accordance with Sheriff's Office rules, regulations, policies and procedures. Members are expected to work with some independence. Work is reviewed through observation and results obtained. **Shift work required.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Monitors video and audio equipment, security gates and electronic doors, fire alarm systems, intercom/public address systems, and light circuit panels
- Assists in security at entrances and exits of various locations throughout Pinellas County Sheriff's Office facilities by monitoring and conducting security screening of persons and items
- Documents occurrences of a routine and unusual nature in the control center journals and log and maintain all required reports pertinent to activities occurring within the member's assigned area during the course of the shift
- Initiates emergency procedures
- Maintains a current housing unit locator of all inmates assigned to the unit and coordinates movement to and from assigned housing areas
- Verifies that all non-uniformed Sheriff's Office personnel and visitors are in possession of a Sheriff's Office badge or a visitor's pass, appropriately displayed
- Observes, monitors and gives direction to inmate workers both on and off of the jail compound, while assigned to a specialized post
- Regular and reliable attendance is required as an essential function of the position
- This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed

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- 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

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U.S. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the application of modern correctional principles and practices as related to control room operations
- Ability to visually observe inmate movement and monitor closed circuit camera systems
- Knowledge of applicable laws, ordinances, rules and regulations
- Knowledge of procedure for reporting emergencies and equipment failures
- Ability to communicate effectively, both orally and in writing
- Ability to work closely and effectively with inmates, correctional staff, other criminal justice officials and the public
- Ability to exercise sound judgment
- Ability to comprehend and perform written and oral instructions
- Ability to react quickly, calmly and effectively in emergency situations
- Ability to effectively utilize equipment and devices assigned to the area of responsibility
- Ability to comprehend and perform all duties related to assigned duty post
- Ability to obey any lawful order of a superior, including any order relayed from a superior by another employee
- 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:

- Meet the minimum hearing and vision requirements as follows:
 - Have 20/30 (or better) corrected vision
 - Must pass hearing with less than or equal to 40 decibels in each ear under the frequencies: 500hz, 1,000hz and 2,000hz
- Sit or stand up to 12 hours per day
- Occasionally bend, squat, kneel, reach and twist

Assignment to a Specialty Unit may require the additional requirements:

- Walk up to 4 hours per day
- Occasionally lift up to 25 lbs.