

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



INMATE RECORDS SPECIALIST

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| JOB CODE: 60142 | PAY GRADE: 55 | PAY RANGE: \$50,094 - \$72,636 |
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GENERAL DESCRIPTION

Under the general direction of an Inmate Records Shift Supervisor, this position is responsible for accurately entering demographics, booking and case information into the Jail Management System for individuals taken into custody, and performing such related activities as accepting bonds, accessing and running NCIC/FCIC responses for warrant checks, processing releases, evaluating criminal histories and disbursing money to inmates leaving the facility. This position is also responsible for transcribing and processing each day's court orders and dockets and handles a large volume of interaction with the Clerk of the Court, the public, media, bond agents, and local and federal agencies. Further, this position performs technical and administrative work to document inmate population and trends through creation of reports and graphs and acts as liaison with other components and agencies to coordinate movement of inmates. Work is reviewed through observation and results obtained. **Shift work required.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Generates, reviews, and disseminates and/or retrieves and enters court calendar(s) information, utilizing agency computerized database systems, to update inmate status(es) and verifies same, for completion
- Reviews all applicable data fields/files/reports/documents/correspondence to ensure they are complete and accurate and corrects discrepancies
- Reviews and processes consulate notifications for foreign born inmates and responds to inquiries from foreign national consulates and embassies regarding foreign national arrests
- Assists in arranging official visits within the facility by foreign consulates
- Liaises with other law enforcement, court and judicial components
- Compiles felony, misdemeanor, circuit civil, and domestic court advisory lists for all newly booked inmates daily
- Accepts, reviews, and assigns bond information on arrest affidavits, complying with Florida State Statutes, Florida Legislature, and established bond schedule
- Creates an inmate's initial file based on booking paperwork received
- Performs search for outstanding warrants nationally and statewide
- Accesses various databases to ensure courts are aware of special handling of certain inmates as required by Florida Statute (VFOSC, HRSO, etc.)

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- Prepares paperwork, making proper notification of pending releases and reviews entire file to ensure all charges have been disposed of correctly
- Generates and prints letters to victims for notification of an arrest or release
- Performs release process for inmates with accuracy and efficiency, answering inmate/offender/detainee questions
- Processes inmate/offender/detainee request forms and, as appropriate, researches and responds to said request
- Receives, verifies and processes surety bonds, cash bonds, child support purges and surrender certificates
- Receives funds, issues receipts and processes monies collected
- Releases inmate funds to authorized persons, verifying the amount of funds and identification of the person accepting the money
- Balances cash drawer
- Reviews public record and media requests, redacting information based on Florida Public Record Laws
- Compiles inmate population statistics for dissemination to other entities, agencies, grants and surveys
- Oversees and coordinates inmate transfers to and from federal agencies, completing, updating, and submitting required documents and forms
- Maintains federal inmate statistics and population records
- Prepares and disseminates costs regarding inmate housing and submits to appropriate entity for payment
- Reports on compliance and violations of the Juvenile Justice and Delinquency Prevention Act as required by the State
- Reports monthly, to the State, the population of inmates by category
- Ensures access to secured areas is denied to all unauthorized personnel or individuals
- Provides accurate and complete information, assists with the training of new members, and coaches new employees, members of other agencies and/or volunteers
- 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
- 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
- Data entry score of 80% accuracy
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the criminal justice system, agency General Orders and Standard Operating Procedures, and ability to apply such knowledge in the performance of job responsibilities
- Ability to communicate effectively, both orally and in writing
- Skill in problem solving and decision making
- Ability to enter and/or retrieve information from computer systems and use a variety of office and computer equipment and related software to complete job requirements
- Ability to look beyond surface issues to identify and analyze problems and develop effective responses and solutions
- General comprehension skills to understand plans and concepts and translate such plans into actions, verbally and in writing, as well as interpreting and communicating inmate information, court orders/dockets
- Ability to efficiently organize, prioritize, schedule and manage daily work activities, tasks, and special assignments
- Strong Interpersonal communication skills
- Time management skills
- 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 6 hours per day
- Stand up to 1 hours per day
- Walk up 1 hours per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel and twist