

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ALTERNATIVE SENTENCING TECHNICIAN II

JOB CODE: 20214

PAY GRADE: 11

PAY RANGE: \$39,720 - \$63,551

GENERAL DESCRIPTION

Under the general direction of a supervisor, members in this position perform varied administrative office duties of a complex to highly complex nature. Members are expected to exercise independent judgment and to make decisions regarding nonroutine questions and work methods. This position requires accurate typing, an advanced level of performance and knowledge of entering and maintaining information into databases, updating files, processing forms, researching information, managing records, scheduling appointments, providing information to callers and/or walk-in citizens, and maintaining knowledge of the agency's policies and procedures. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: NO

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provides advanced level of comprehensive administrative support, responding to public inquiries, screening calls, and acting as a liaison between citizens, staff, and supervisors, while exercising independent judgment and decisions
- Monitors and reviews files to ensure Supervised/Released on Own Recognizance (S/ROR) defendants are remaining in compliance with court orders and court attendance, to include weekly offender check-ins via telephone, email or in person
- Researches court cases to determine if there has been a disposition or modification of conditions of release, notifies the appropriate individuals as necessary
- Makes appropriate notification of reporting offenders
- Completes and appropriately documents weekly check-ins via in person, email and telephone
- Coordinates sentenced offender fingerprints
- Answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals
- Composes and prepares responses to correspondence for inquiries
- Schedules drug testing appointments

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- Performs criminal history search inquiries utilizing databases
- Monitors or maintains electronic filing/scanning systems and recording of information
- Composes documentation, notes and reports, such as presentations, expenses, statistical and monthly reports
- Greets visitors or employees and addresses their inquiries or directs them to the appropriate individuals according to their needs
- Schedules or confirms appointments or meetings; may maintain complex scheduling and/or event calendars and determines best course of action when conflicts occur
- Prepares agendas and meeting materials
- Operates office equipment, fax machines, scanners, copiers, and may arrange for repairs when equipment malfunctions
- Conducts research, collecting information on nontechnical, operational, or administrative issues and types summary of research findings
- Monitors various supply inventories and enters requisitions
- Processes timekeeping, attendance, overtime, and time off requests for department submission to payroll
- Retrieves monies from safe, prepares cash deposit/sheets (verifying amount, closing out drawer in CORE, paid payments, etc. and having a 2nd person double check money received and deposit) for Inmate Accounting. Pulls inmate accounting sheet for day's releases, verifies amount due, completes exit sheets
- Reviews website for any payments. Approves and processes payments if appropriate, posts any payments from previous day
- Completes financial paperwork for Offenders court ordered to have a monitor. Calculates release date if appropriate for specialists. Enters fees in CORE
- Completes financial paperwork and enters fees in CORE for people who were put on monitor overnight
- Reviews all releases and returned to custody to verify amount due is correct in CORE. Stops daily fees if appropriate
- Confirms if any offender's account is to be written off due to debt being over three years
- Completes monthly report to include cash deposits and money received through Inmate Accounting. This also requires separating GPS and CAM fees and payments made toward lost/broken equipment
- Enters check request for Attenti invoices
- Enters requests to move monies into different accounts
- Completes financial paperwork for releases over the weekend and/or holidays

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- Completes exit sheet and email to the Alternative Sentencing Unit (ASU) on Friday and/or day before holiday. Also, exit sheets are completed ahead of time and distributed appropriately when out of office for vacation
- Enters ROR drug testing charges in CORE when paperwork is received from Misdemeanor Probation
- Conducts Pre-Screens on defendants to determine if they meet the criteria for ASU programs
- Prepares the file of noncompliant defendants with necessary documentation to present to the Specialists
- Reviews, redacts, and disseminates documents
- Makes travel arrangements
- Specialized functions and responsibilities may vary by area of assignment
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may 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

- 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
- Two (2) years' experience in an office environment performing data entry and complex office duty assignments
- Data entry accuracy score of 75%
- Typing speed of 25 wpm
- Consideration for this position includes a credit check



KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of business English, spelling, and arithmetic
- Knowledge of general office practices and procedures
- Ability to maintain accurate records, logs, and files
- Ability to perform essential functions with frequent interruption and distraction
- Ability to prioritize assignments
- Ability to work independently and follow through on assignments with minimal direction
- Ability to take action when answers to a problem are not readily apparent
- Time management skills and excellent interpersonal skills
- Oral and written communication 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 8 hours per day
- Stand up to 3 hours per day
- Walk up to 2 hours per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, climb, reach, kneel and twist