

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## ASSISTANT COURT PROCESSING UNIT SUPERVISOR

<b>JOB CODE: 61065</b>	<b>PAY GRADE: 16</b>	<b>PAY RANGE: \$49,650 - \$79,439</b>
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### GENERAL DESCRIPTION

Under the general direction of the Court Processing Unit Sergeant, this position performs responsible and complex work of a highly specialized nature requiring the supervision and training of a large staff. Work involves assisting and relieving the Sergeant of administrative details, performing technical, clerical, and supervisory activities relating to processing civil and enforceable writs, warrants, and domestic violence injunctions. Makes independent work decisions based on experience and knowledge, but refers the more difficult and complex problems to the Sergeant for decision. Work is reviewed through observation and results.

**Shift work is required.**

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Directs and supervises warrant functions; keeps Sergeant informed of significant developments
- Approves shift and vacation schedules
- Maintains and implements current procedures for the Unit
- Responds to all inquiries made by other agencies, to include but not limited to: State Attorney's Office, Public Defender's Office, police departments and contracted prisoner transport
- 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**

- Graduation from an accredited college or university with an Associate Degree in Criminal Justice, Public Administration or related field
- Five (5) years' related experience
- Two (2) years' supervisory experience
- Four (4) years' experience in the Court Processing Unit
- Or equivalent combination of education and experience
- Consideration for this position includes a credit check

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of state statutes, laws, ordinances and requirements related to the field of Corrections
- Ability to complete accurate work under strict deadlines
- Ability to work independently
- Ability to acquire information from the judicial system rapidly and accurately
- Ability to work harmoniously with fellow employees and with the public
- 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 3 hour per day
- Walk up 2 hours per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel and twist