



INMATE RECORDS SPECIALIST II

JOB CODE: 61235	PAY GRADE: 10	PAY RANGE: \$37,733 - \$60,374
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GENERAL DESCRIPTION

Under the general direction of the Inmate Records Supervisor, the member performs work of moderate difficulty involving the calculation of inmate sentences, verifying court records regarding all sentenced inmates, and preparing inmate packets for shipment to the Florida Department of Corrections. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Calculates and verifies accurately county sentenced inmates upon sentencing
- Generates and reconciles the daily sentencing list
- Responds to all inmate request and complaint forms regarding sentencing
- Schedules and verifies inmate transfers to and from Department of Corrections (DOC) on a weekly basis
- Acts as the liaison with DOC on all sentenced inmates
- Monitors detainers, witness files, and control release files while DOC inmates are in the custody of Pinellas County Jail
- Monitors all fugitive, circuit civil, parole violators and special handling files
- Receives and processes disciplinary report findings, manually adjusting a county sentence in accordance with discipline
- Compiles daily statistics for DOC and PCJ sentenced inmates
- 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
- Three (3) years' clerical experience
- Or an 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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of General Orders, Policies and Procedures with the ability to read, interpret, and follow procedural and policy manuals
- Ability to enter and/or retrieve information from computer systems
- Ability to understand plans and concepts and to translate plans into action
- Ability to look beyond surface issues to identify and analyze problems and develop responses
- Ability to efficiently organize, prioritize, schedule and manage daily work activities, tasks, and special assignments
- Interpersonal 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