

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



SENIOR ALTERNATIVE SENTENCING SPECIALIST

JOB CODE: 20215	PAY GRADE: 14	PAY RANGE: \$45,678 - \$73,084
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GENERAL DESCRIPTION

Under the general direction of the Sergeant, this position is responsible for the supervision of the Alternative Sentencing Specialists. Member's role as a working leader is to oversee the Alternative Sentencing Specialists in their duties and responsibilities assuring work is complete and accurate. This position is required to have knowledge of and ability to perform the duties of their subordinates. Work is reviewed through observation and results obtained.

Shift work may be 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)
- Prepares and presents capiases and violations of court imposed conditions to judiciaries
- Reviews completions, removals, etc., in accordance with established procedures of the program
- Oversees, instructs, trains, proofreads, and approves work of subordinates for accuracy and completeness
- Answers various questions, emails, phone calls from staff, offenders, providers, or court personnel
- Reviews and researches cases and/or files with potential problems, unusual situations or situations needing the attention of their own supervisor
- Monitors subordinates for compliance with policies, rules & regulations
- Meets with offenders in the absence of the Alternative Sentencing Specialist
- Manages a case load of Alternative Sentencing offenders
- Produces timely and accurate monthly, quarterly, annual or semiannual statistical reports on behalf of the agency
- Regular and reliable attendance is required as an essential function of the position

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- This position is considered essential and, in the event of an emergency or natural disaster, is 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 Degree in Business Administration, Public Administration or related field
- Four (4) years' related experience
- Two (2) years' supervisory experience
- Or an equivalent combination of education and experience
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to perform all the duties and responsibilities of an Alternative Sentencing Specialist
- Ability to plan, organize and supervise the work of subordinates in a manner conducive to full performance and high morale
- Ability to multitask and work on multiple cases/projects at the same time
- Ability to effectively interact and communicate with a wide range of people
- Knowledge of statutes, ordinances, regulations and judicial rulings governing Alternative Sentencing programs
- Knowledge and skills in the use of related software for use in word processing and data entry
- Knowledge of court procedures and legal terms in order to assist judges and instruct defendants
- Ability to testify in court and provide observations and recommendations regarding defendant's conditions, failure and compliance with court ordered conditions
- Ability to maintain a high level of confidentiality
- Time management and organizational 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 5 hours per day
- Stand up to 1 hour per day
- Walk up to 2 hours per day
- Continuously lift up to 10 lbs.
- Occasionally lift up to 25 lbs.
- Occasionally bend, squat, reach, kneel and twist