

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## ALTERNATIVE SENTENCING TECHNICIAN I

**JOB CODE: 20212**

**PAY GRADE: 09**

**PAY RANGE: \$35,748 - \$57,196**

### GENERAL DESCRIPTION

Under the direction of a supervisor, members in this position perform administrative duties of a routine to moderately complex nature. This position requires , 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, review of work products, and results obtained.

**SUPERVISES OTHERS: NO**

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provide comprehensive administrative support including responding to public inquiries, screening calls, acting as a liaison between citizens, staff, and supervisors;
- Monitor and review files to ensure 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;
- Research court cases to determine if there has been a disposition or modification of conditions of release; Notify the appropriate individuals as necessary;
- Make appropriate notification of reporting offenders;
- Complete and appropriately document weekly check-ins via in person, email and telephone;
- Coordinate sentenced offender fingerprints;
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals;
- Review and verify source materials to determine accuracy and completeness of information;
- Schedule drug testing appointments;
- Perform criminal history search inquiries utilizing databases;
- Monitor or maintain electronic filing/scanning systems and recording of information;

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- Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense or monthly reports;
- Greet visitors, employees and offenders and address their inquiries or direct them to the appropriate individuals according to their needs;
- Operate office equipment, fax machines, scanners, copiers, and may arrange for repairs when equipment malfunctions;
- Conduct minor research, collecting information on non-technical, operational, or administrative issues and type summary of research findings;
- Enter, update, process, and maintain records, files, applications, and/or forms;
- Process timekeeping, attendance, overtime, and time-off requests for department submission to payroll;
- Conduct Pre-Screens on defendants to determine if they meet the criteria for ASU programs;
- Prepare the file of noncompliant defendants with necessary documentation to present to the Specialists;
- Interact with SAO regarding PCSO member availability for court;
- Interact with victim witness to determine member availability - using conflict sheet provided by victim witness Subpoena Control;
- Contact members with disposition updates and notifications for subpoenas;
- Participates in Sheriff's Office recruitment and community relations activities as directed;
- 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 work.

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. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education
- One (1) year experience in a clerical office environment
- Data entry accuracy score of 75%
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license



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

- Knowledge of business English, spelling, and arithmetic;
- Knowledge of general office practices and procedures;
- Ability to operate standard office equipment such as computer terminal, copy machine, and calculators;
- Time management skills and inter-personal skills;
- Verbal and written communication skills;
- Accurate typing 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 10 lbs.
- Occasionally bend, squat, climb, reach, kneel, and/or twist