

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## BIOMETRIC RECORDS MANAGER

<b>JOB CODE: 20040</b>	<b>PAY GRADE: 26</b>	<b>PAY RANGE: \$75,468 - \$120,748</b>
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### GENERAL DESCRIPTION

Under the general supervision of Support Services Bureau Commander, the primary focus of this position is complex, responsible work supervising the operations of the Automated Fingerprint Identification System (A.F.I.S.) Division. Work involves representing the Sheriff's Office at federal, state and local conferences involving networking of biometric data exchange systems, management of the Automated Fingerprint Identification System and liaison with other agencies. This position is also responsible for directing the processing of evidence for latent print impressions and providing expert witness testimony in courts of law. Work is reviewed through observation and results obtained.

A member in this job classification spends at least 65 percent of their time performing duties that involve the collection, examination, preservation, documentation, preparation or analysis of human tissues or fluids or physical evidence having potential biological, chemical or radiological hazard or contamination, or uses chemicals, processes, or materials that may have carcinogenic or health-damaging properties in the analysis of such evidence, or be the direct supervisor of one or more individuals having such responsibility, in accordance with F.S. 121.0515.

**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
- Ensure 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)
- Represents the Sheriff's Office at various conferences involving networking of biometric data
- Manages the operations of the Automated Fingerprint Identification System (A.F.I.S.)
- Supervises the division in the processing and evaluation of crime scene evidence for latent prints and the identification of criminal booking fingerprints

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- Manages day-to-day operations of the assigned area; develops and implements administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned personnel
- Plans and recommends new systems and procedures to improve operations
- Coordinates with other departments/sections within the agency and externally to ensure communication and service efficiencies; interprets and explains requirements, regulations, and procedures
- Prepares, or assists in the preparation, of the annual budget, monitors status of allocated funds, and controls expenses
- Assesses staffing needs, interviews, recruits, or assists in the recruitment and hiring of personnel
- Provides supervision, guidance, training, and motivation to assigned personnel, evaluates performance, and initiates corrective action as needed
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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.

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 a Bachelor's Degree in Business Administration, Public Administration or related field AND five (5) years' related experience in fingerprint identification AND two (2) years' supervisory experience
- Or equivalent combination of education and experience
- Completion of training courses in fingerprint technology
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check



## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the modern principles and techniques of biometric identification
- Knowledge of equipment, chemicals, materials and techniques used in lifting, photographing and preserving latent impressions.
- Knowledge of computer systems and operations as they apply to biometric identification.
- Knowledge of the rules of evidence as they apply to pattern evidence, biometrics and personal identification data
- Ability to accurately conduct technical reviews of comparison and identification data
- Ability to create reports, respond to surveys, create statistical summaries, and to write and revise policies, letters memos, etc.
- Ability to identify existing or potential problems and to develop ways to resolve issues
- Working knowledge of the functions, activities, requirements, and objectives of the area assigned
- Knowledge of agency budget development and management procedures
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Knowledge of ADA, FMLA, Workers' Compensation and FLSA to ensure proper adherence and assist supervisors to make decisions on various issues within the guidelines of state/federal/agency laws, rules and regulations
- Ability to motivate staff and fellow employees by directing and modifying procedures and controls; encourage employee behavior to achieve both personal and agency goals in order to fulfill the mission of the agency
- Ability to review and/or complete personnel evaluations of staff in accordance with agency policies to ensure they are fair and impartial, and accurately reflect the job the employee performs
- Ability to establish and maintain effective working relations within and outside the agency
- Ability to communicate effectively both verbally and in writing
- Organizational skills
- Time management
- 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 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 50 lbs.
- Occasionally bend, squat, reach, kneel, or twist