

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## CPI DILIGENT SEARCH ANALYST

<b>JOB CODE: 38030</b>	<b>PAY GRADE: 11</b>	<b>PAY RANGE: \$39,720 - \$63,551</b>
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### GENERAL DESCRIPTION

Under the direction of the Case Assignment Administrator, or designee, performs ordered diligent searches for missing parents/relatives of children in protective custody as they are related to child protection investigations, its administration, and related issues. Incumbent exercises judgment and discretion in carrying out work assignments. Work is reviewed from conferences, written and computer-generated items, and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Promptly informs his/her supervisor, or the PCSO Communications Center, of situations and conditions which may appear unsafe or become a problem;
- Develops and maintains an effective diligent search process to be used to locate missing parents and potential relative replacements for children in protective custody in Pinellas County;
- Monitors and manages active diligent searches, in accordance with current Florida statutes governing the diligent search process and requirements, until missing persons are located or until such time as the court orders the search terminated;
- Upon Termination of search, produces Affidavit of Diligent Search for the Court to document all efforts to locate each absent parent not located after state-mandated timeframe;
- Maintains highest possible level of effectiveness of diligent search process by continually updating the process with new information and resources, as they become available;
- Performs criminal history searches as requested, following federal guidelines for release of information in a timely manner;
- Maintains liaison with local, state, and federal agencies by means of telephone, terminals, correspondence, or personal contact;
- Utilizes any and all county and statewide database information available to locate missing individuals in an expedient manner;
- Compiles data or reports as applicable regarding diligent search statistics;
- Responds to verbal and telephone inquiries and requests, in a prompt and professional manner, from the CPID staff;
- Organizes, files and retrieves papers into/from the CPID file drawers;
- Maintains computerized logs of diligent search information;

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- Travels to other FL CPI & Community Based Care (CBC) agencies as needed;
- Becomes familiar with FSS 39.3065 and develops a working knowledge of child protective investigative functions and procedures, and rules/laws regarding confidentiality, including those regarding members of law enforcement and members of PCSO;
- Assists the Child Protection Investigators, 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 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, pursuant to Section 1005.02(7), F.S. AND three (3) years' experience in a clerical office environment
- Data entry accuracy score of 80%
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license

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

- Knowledge of theories and practice in child protection
- Knowledge of professional ethics relating to child protection investigations
- Knowledge of interviewing techniques
- Skill in organizing community, computer, and agencies' resources to assist with diligent searches
- Ability to sort data alphabetically, numerically, and categorically
- Ability to maintain well documented diligent search information logs and reports for CPID staff
- Time management skills
- Inter-personal skills
- Verbal and written communication skills
- Accurate typing skills

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- 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 7 hours per day
- Stand up to 2 hours per day
- Drive up to 2 hours per day
- Walk up to 2 hours per day
- Occasionally lift up to 20 lbs.
- Frequently bend
- Occasionally squat, kneel, or twist