

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



CRIMINAL JUSTICE SPECIALIST – PART-TIME

JOB CODE: 59050	PAY GRADE: 07	PAY RANGE: \$15.28/HOUR
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GENERAL DESCRIPTION

Under general supervision, performs work of a responsible nature related to security functions security functions within Judicial Operations Bureau. Work is performed in accordance with Sheriff's Office rules, regulations, policies and procedures. Incumbents are expected to work with some independence. Work is reviewed through observation and results obtained. **Shift work required.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Monitor video and audio equipment, security gates and electronic doors, fire alarm systems, intercom/public address systems, and light circuit panels;
- Assist in security at entrances and exits of various locations throughout Pinellas County Sheriff's Office facilities by monitoring and conducting security screening of persons and items; to include inspection of property trays to identify prohibited items;
- Monitor and operate X-ray machines to detect contraband entering the courthouse;
- Performing for people or dealing directly with the public. This includes assisting public with information and working effectively with fellow members;
- Escort janitorial staff into restricted office areas throughout the courthouse;
- Log oncoming mail and packages and notification of delivery to Judicial staff;
- Respond to emergencies to provide assistance and initiate emergency procedures based on standard policies or regulations;
- Verify that all non-uniformed Sheriff's Office personnel and visitors are in possession of a Sheriff's Office badge or a visitor's pass, appropriately displayed;
- 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
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Maintain knowledge of, comply with, and enforce all institutional policies, rules, procedures, and regulations
- Ability to visually monitor activities utilizing the agency closed circuit camera systems and to escort custodial crews through secure areas
- Knowledge of procedure for reporting emergencies and equipment failures
- Ability to communicate effectively, both orally and in writing
- Ability to work closely and effectively with correctional staff, other criminal justice officials and the public and be able to speak effectively to convey information
- Ability to exercise sound judgment
- Ability to comprehend and perform written and oral instructions
- Ability to react quickly, calmly and effectively in emergency situations
- Ability to effectively utilize equipment and devices assigned to the area of responsibility
- Ability to comprehend and perform all duties related to assigned duty post
- Ability to obey any lawful order of a superior, including any order relayed from a superior by another employee
- Ability to complete administrative paperwork or assists in the preparation or maintenance of records, forms, or reports utilizing the agency computer system
- 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
- Ability to participate in a fifteen (15) week field training program which consists of varying work days and hours.



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:

- Meet the minimum hearing and vision requirements as follows:
 - Have 20/30 (or better) corrected vision
 - Must pass hearing with less than or equal to 40 decibels in each ear under the frequencies: 500hz, 1,000hz and 2,000hz
- Sit or stand up to 6 hours per day
- Walk up to 4 hours per day
- Occasionally lift up to 25 lbs.
- Occasionally bend or reach