Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"

INMATE PROPERTY CLERK

JOB CODE: 60090	PAY GRADE: 6	PAY RANGE: $27,810 - $ 44,496

GENERAL DESCRIPTION

Under the supervision of the Inmate Property Clerk Shift Supervisor, performs moderately complex work of average difficulty involving receiving, recording, conducting inventories, controlling and distributing inmate property. Work is performed following prescribed guidelines, laws and the rules and regulations of the unit of assignment and of the Sheriff's Office. Work is reviewed through observation and results obtained. **Shift work required.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Answers inquiries about allowable and contraband items; inventories all incoming inmate property; ensures that all personal property is returned to inmates when transferred to another facility or released; release of all personal property to law enforcement officers, Public Defender's office and visitors;
- Inventories, controls, provides security for, and supervises the storage and release of, valuable properties designated for the vault;
- Maintain accurate records of all property transactions and investigate missing property;
- Monitor security of bulk storage area;
- Approves or disapproves, processes and delivers all inmate requests for items from inmate property inventory in accordance with jail policy;
- May testify in court proceedings concerning inmate property;
- 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

- 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.
- One (1) year responsible experience in records, inventory control, warehousing, or related field
- Typing speed of 25 wpm
- An accuracy score of 80% on data entry
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the state laws and Sheriff's Office rules and regulations concerning inmate property control and distribution
- Knowledge of inventory control procedures and modern office practices concerning record keeping and inventory control
- Knowledge of various database and research software required to perform the efficiently perform the essential functions and job duties
- 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 3 hours per day
- Walk up to 3 hours per day
- Stand up to 2 hours per day
- Continuously lift up to 10 lbs.
- Frequently lift up to 20 lbs.
- Lift up to 50 lbs.
- Frequently bend, squat, climb, reach, or twist
- Ability to access/retrieve property items from upper shelves
- Occasionally climb or kneel