



## INMATE PROPERTY SHIFT SUPERVISOR

<b>JOB CODE: 60097</b>	<b>PAY GRADE: 10</b>	<b>PAY RANGE: \$36,282 - \$58,052</b>
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### GENERAL DESCRIPTION

Under the supervision of the Inmate Property Supervisor, performs moderately complex work of average difficulty involving receiving, recording, inventorying, 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:** 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)
- Corrects errors and assists with problems related to the release of property and record keeping;
- 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;
- Maintains accurate records of all property transactions and investigates missing property; monitors 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.

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Regular and reliable attendance is required as an essential function of the position.

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 three (3) years' related experience AND two (2) years' supervisory experience
- Or equivalent combination of education and experience
- Data entry accuracy score of 80%
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

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

- Ability to supervise members on a shift, along with daily work assignments and duties
- Ability to work independently
- Ability to maintain accurate records and coordinate staffing
- Knowledge of the state laws and Sheriff's Office rules and regulations concerning property control and distribution
- Knowledge of inventory control procedures and modern office practices concerning record keeping and inventory control
- Ability to access/retrieve property items from upper shelves
- 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

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- Occasionally lift up to 10 lbs.
- Occasionally lift up to 20 lbs.
- Occasionally lift up to 50 lbs.
- Occasionally bend, squat, climb, reach, or twist
- Occasionally climb or kneel