

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## INMATE PROPERTY SUPERVISOR

<b>JOB CODE: 60087</b>	<b>PAY GRADE: 14</b>	<b>PAY RANGE: \$43,921 - \$70,273</b>
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### GENERAL DESCRIPTION

Under the supervision of a Captain, performs moderately complex work involving the supervision and training of Inmate Property Clerks engaged in accepting, storing, and returning inmate property. Work is reviewed through observation and results obtained.

**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)
- Answers inquiries about allowable and contraband items; supervises the inventory of all incoming inmate property; ensures that all personal property is returned to inmates when transferred to another facility or released; supervises release of all personal property to law enforcement officers, inmates, and visitors;
- Compiles property reports; investigates missing property; maintains yearly file on property activity;
- 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 of duties and responsibilities 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 duties and responsibilities as necessary.

### QUALIFICATIONS

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- Graduation from an accredited college or university with an Associate's Degree in Business Administration, Public Administration or related field AND five (4) years' related experience AND two (1) years' supervisory experience,
- Or equivalent combination of education and experience
- 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 controlled substances and related paraphernalia found during inventory of inmate property and the rules and procedures governing the disposition of contraband items
- Knowledge of the practices and procedures of modern inventory control and record keeping
- Knowledge of the laws and procedures governing the destruction or disposal of inmate property held by the Sheriff's Office
- Knowledge of modern supervisory techniques and practices including the evaluation of the performance of subordinates
- Knowledge of the policies, rules and regulations pertaining to assigned area
- Ability to effectively train and supervise subordinates
- Ability to deal effectively and courteously with supervisors, subordinates, and the public
- Ability to maintain accurate and concise records
- Ability to operate motor vehicles in a safe and efficient manner in compliance with all state laws and regulations regarding operation and licensure.
- Knowledge of the state laws and Sheriff's Office rules and regulations concerning property control and distribution
- 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 4 hours per day

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- Stand up to 1 hour per day
- Walk up to 2 hours per day
- Drive up to 1 hour per day
- Frequently lift up to 10 lbs.
- Occasionally lift up to 20 lbs.
- Lift up to 50 lbs.
- Occasionally bend, squat, climb, reach, or twist
- Occasionally climb or kneel