

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



INMATE RECORDS SHIFT SUPERVISOR

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| JOB CODE: 30089 | PAY GRADE: 14 | PAY RANGE: \$43,921 - \$70,273 |
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GENERAL DESCRIPTION

Under the direct supervision of the Assistant Inmate Records Supervisor, performs responsible and complex work of a highly specialized nature requiring the supervision and training of staff on an assigned shift. Work involves overseeing the process of ensuring appropriate booking and authorizing the release of inmates, verifying the accurate transcription of court work, performing administrative tasks and supervisory activities, and reviewing the work of subordinates. Incumbent makes independent work decisions and judgments based on experience, knowledge, and established policy, but refers the more difficult and complex problems to the Assistant Inmate Records Supervisor. 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 booking, release, and record keeping, ensuring accurate representation of a defendant's file;
- Ensures court transcription is completed accurately;
- Completes the final review of all files prior to scheduling an inmate's release;
- Coordinates with other agencies for the transportation of inmates;
- Ensures accurate accounting of monies received and/or maintained in the section;
- Responds to inquiries from other agencies;
- Conducts read-off, to include the dissemination of information pertaining to the sections operation and daily training;
- 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 position is considered essential and, in the event of an emergency or natural disaster, will be required to report 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

- Graduation from an accredited college or university with an Associate's Degree in Business Administration, Public Administration or related field AND two (2) years' supervisory experience, OR
- Two (2) years' experience as an Inmate Records Specialist III
- Or equivalent combination of training and experience
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Standard Operating Procedures within the Inmate Records Section
- Knowledge of the Pinellas County Criminal Justice System and Florida State Department of Corrections Rule 33-8
- Knowledge of the policies, procedures, rules and regulations governing the operations of detention facilities and the confinement and security of individuals housed within the facilities
- Knowledge of the regulations pertaining to admission, bonding, release, court processing, and behavior evaluation
- Ability to supervise members on a shift, along with daily work assignments and duties
- Ability to complete accurate work under time constraints
- Ability to work independently
- Ability to maintain accurate records and coordinate staffing
- Inter-personal skills, possessing the ability to work harmoniously with fellow members and deal professionally with the public, sometimes under stressful circumstances
- Time management skills
- 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

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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 or stand up to 6 hours per day
- Stand up 1 hour per day
- Walk up 1 hour per day
- Occasionally lift up to 20 lbs.
- Occasionally bend or squat