

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



JUVENILE ELECTRONIC MONITORING SPECIALIST

JOB CODE: 60180	PAY GRADE: 13	PAY RANGE: \$43,691 - \$69,907
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GENERAL DESCRIPTION

Under the general direction of the Juvenile Electronic Monitoring Specialist Supervisor, performs work of a responsible and professional nature related to the implementation of electronic monitoring provided by the Pinellas County Sheriff's Office. The member may be assigned operational responsibilities of a specific program, or responsibilities common to several programs. Specific job duties determined by assignment. Work is reviewed through observation and results obtained. **Shift work is required.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Addresses electronic monitoring violation notifications and initiate/dispatch law enforcement response when necessary
- Interviews and coordinates orientation and enrollment process of juvenile offenders to the Habitual Offender Monitoring and Enforcement (H.O.M.E) Electronic Monitoring process
- Requires direct juvenile contact at Criminal Justice Center and/or Pinellas County Jail Alternative Sentencing Office
- Initiates and maintains routine timely contact with offenders, parents/guardians, Juvenile Probation Officers, investigative analysts, and other appropriate personnel to ascertain offender's status
- Enters and retrieves tasks electronically involved in enrolling, tracking, and releasing juveniles from electronic monitoring
- Receives, reviews, and tracks the daily Unified Family Court (UFC) detention hearing and disposition dockets
- Provides daily court testimony in person, by facsimile, or telephone as required
- Monitors court proceedings in person as required
- Investigates juvenile's non-compliance information to be provided to law enforcement and/or Unified Family Court for disposition as needed
- Coordinates efforts with Operation H.O.M.E. Investigative Analyst and assists in preparation and review of criminal histories, violation reports, statistical reports and offender files
- Coordinates electronic monitoring processes with the Department of Juvenile Justice Juvenile Detention Center staff

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- Provides electronic monitoring equipment/supplies as needed and reviews juvenile profiles completed by DJJ JDC for accuracy
- Refers program participants to appropriate juvenile justice system partners, treatment programs and other social services
- Monitors inclusion and exclusion zones for accuracy and offender compliance
- Communicates with School Resource Deputies to ensure compliance regarding school based activities
- Act as a liaison by and between Operation H.O.M.E. and Alternative Sentencing, 3M, State Attorney, Public Defender, Inmate Records, Department of Juvenile Justice, Judiciary
- Dispatches certified staff to address program non-compliance and completes address verifications, among other things
- Maintains electronic monitoring equipment
- Assists in training of personnel
- 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
- 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

- Graduation from an accredited college or university with an Associate Degree in Business Administration, Public Administration, Criminal Justice or related field
- Or equivalent combination of education and experience
- Data entry score of 80% accuracy
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license
- Consideration for this position will include a credit check



KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the juvenile justice system, including terminology, processes and procedures
- Knowledge of community resources, employment programs, social agencies or groups for referrals
- Skill in assessing individual offenders, through interviewing or other techniques, to evaluate their potential for success in program participation
- Operate office equipment and computer software and applications, including but not limited to FCIC/NCIC terminal and specialized software/hardware related to the Electronic Monitoring Program
- Must exhibit proficiency in the installation, removal, maintenance, activation and deactivation of all monitoring equipment
- Knowledge of correctional operations, court etiquette and procedure, as well as agency policies, regulations, and standard operating procedures
- Ability to make statutory offender program eligibility decisions
- Ability to interpret court minutes and related documents
- Problem solving/decision making skills
- Time management skills; sets priorities and organizes workload in an effective and efficient manner
- Excellent interpersonal skills, verbal and written communication skills
- Skill in accurate statistical, programmatic, and financial report preparation
- Ability to perform all functions of the job classification without posing a direct threat to the health 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
- Stand up to 1 hour per day
- Walk up to 3 hours per day
- Continuously lift up to 10 lbs.
- Continuously reach
- Frequently bend, kneel, or twist
- Occasionally squat or climb