

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## RECORDS SUPERVISOR

<b>JOB CODE: 30082</b>	<b>PAY GRADE: 16</b>	<b>PAY RANGE: \$49,650 - \$79,439</b>
------------------------	----------------------	---------------------------------------

### GENERAL DESCRIPTION

Under the general direction of the Records Manager, this position performs responsible and complex work of a highly specialized nature requiring the supervision and training of a large staff, assisting and relieving their superior of administrative details and performing technical clerical activities. Member makes independent work decisions based on experience and knowledge, but refers the more difficult and complex problems to the Records Manager for decision. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employees' 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
- Ensures 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)
- Ensures adherence to proper procedures within the Records Division
- Assures adequate supplies for the Records Division are maintained
- Performs duties of Records Custodian, including testifying in Court
- Prepares special statistical reports, as requested
- Assists in the preparation and coordination of annual Records Division budget
- Completes ACISS subject mergers and database corrections
- Collects, disseminates and responsible for retention of juvenile records for the Records Division
- Assists in criminal investigations and initiates action on any special requests for information stored by the Records Division
- Prepares information of an evidential nature for transmittal to requesting party
- Testifies in court in answer to subpoenas
- Handles all evidence in accordance with established procedures

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



- Coordinates all computer problems and program changes with the Information Technology Bureau
- 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 or related field
- Four (4) years' experience in records management and public records law
- Two (2) years' experience in a supervisory role
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

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

- Considerable knowledge of business English and spelling
- Knowledge of Florida public records law
- Considerable knowledge of office practices, procedures and machines
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Considerable knowledge of modern office business equipment and computer operations practices and procedures
- Knowledge of state statutes, laws, and ordinances
- Ability to supervise a large clerical staff along with daily work assignments and duties
- Ability to work independently
- Ability to keep good records and coordinate staffing
- Ability to acquire information from the judicial system rapidly and accurately
- Skilled in conducting employee training classes
- Interpersonal skills
- Time management, organizational and problem-solving 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

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 6 hours per day
- Stand up to 1 hour per day
- Walk up to .5 hours per day
- Drive up to .5 hours per day
- Lift up to 50 lbs.
- Occasionally bend, squat and reach