

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## INMATE RECORDS MANAGER

**JOB CODE: 20069**

**PAY GRADE: 26**

**PAY RANGE: \$75,468 - \$120,748**

### GENERAL DESCRIPTION

Under the general direction of the Custody Management Division Commander, performs responsible and complex work with considerable administrative responsibility, requiring the supervision of a large clerical staff. Work involves assisting in the planning, assigning, and reviewing of the work completed by subordinate members in a clerical section with full responsibility under general supervision for processing and maintaining a large number of records entailing complex procedures. Work also involves assisting and relieving superior of related management details, and performing highly specialized and technical clerical activities under general supervision. A member in this classification may be held responsible for the proper performance of the assigned supervisory or technical activities of the section and makes independent work decisions based on experience and knowledge, but refer the more difficult policy or procedural questions to a superior for decision. Work is reviewed through observation and results obtained. **On a rotating basis is available after normal business hours to respond to inquiries from Shift Supervisors.**

**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
- 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)
- Supervises all booking, release, and record keeping activities
- Develops, maintains and supervises all operational protocols and standards
- Acts as liaison between the Department of Detention and Corrections and the courts, county clerk, and county computer operations
- Coordinates all computer problems and program changes in coordination with the Information Technology Bureau
- Assists with testing new programs

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- Responds to subpoenas and testifies in court regarding records maintained as the court reported Custodian of Records
- Reviews shift reports, interface reports, and other data to ensure the accuracy of data and to facilitate the efficient operation of the section
- Ensures cash on hand is in compliance with policy and performs audits when required
- Assists the Assistant Supervisors in maintaining/correcting the Florida State Criminal History and Interstate Compact compliance
- Liaises with vendors providing services to the section
- Coordinator for the Field Training Program
- Completes the payroll for Inmate Records members and prepares attendance sheets for the timekeeper
- Conducts and participates in interviews for new hires
- Assesses and coordinates staffing levels for each shift
- Plans and recommends new unit procedures to improve day to day operations
- 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 a Bachelor's Degree in Business Administration, Public Administration or related field
- Three (3) years' related experience
- Two (2) 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

- Knowledge of state statutes, laws, ordinances and requirements related to the field of Corrections
- 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

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- Above average skills in Microsoft Office Suite programs, i.e. Excel
- Knowledge of the Pinellas County Criminal Justice System and Florida State Department of Corrections Rule 33-8.
- Ability to complete accurate work under deadlines
- Ability to work independently
- Ability to keep good records and coordinate staffing
- Ability to develop effective office procedures and clerical training programs
- Ability to react quickly and calmly, and to direct and coordinate the work of subordinates in an emergency
- Ability to promote and maintain effective internal and public relations
- Ability to prepare operating and statistical tabulations and reports accurately
- Ability to provide information correctly and concisely; orally and in writing
- 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
- Stand up to 2 hours per day
- Walk up 2 hours per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel and twist