

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ALTERNATIVE SENTENCING TECHNICIAN I

JOB CODE: 20212	PAY GRADE: 09	PAY RANGE: \$35,748 - \$57,196 STARTING PAY: \$37,440
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GENERAL DESCRIPTION

Under the direction of a supervisor, members in this position perform administrative duties of a routine to moderately complex nature. This position requires entering and maintaining information into databases, updating files, processing forms, researching information, managing records, scheduling appointments, providing information to callers and/or walk-in citizens, and maintaining knowledge of the agency's policies and procedures. Work is reviewed through observation, review of work products, and results obtained.

SUPERVISES OTHERS: NO

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provides comprehensive administrative support including responding to public inquiries, screening calls, acting as a liaison between citizens, staff, and supervisors
- Monitors and reviews files to ensure S/ROR defendants are remaining in compliance with court orders and court attendance, to include weekly offender check-ins via telephone, email or in person
- Researches court cases to determine if there has been a disposition or modification of conditions of release; notifies the appropriate individuals as necessary
- Makes appropriate notification of reporting offenders
- Completes and appropriately documents weekly check-ins via in person, email and telephone
- Coordinates sentenced offender fingerprints
- Answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals
- Reviews and verifies source materials to determine accuracy and completeness of information
- Schedules drug testing appointments
- Performs criminal history search inquiries utilizing databases

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- Monitors or maintains electronic filing/scanning systems and recording of information
- Composes, types, and distributes meeting notes, routine correspondence, or reports, such as presentations or expense or monthly reports
- Greets visitors, members and offenders and addresses their inquiries or directs them to the appropriate individuals according to their needs
- Operates office equipment, fax machines, scanners, copiers, and may arrange for repairs when equipment malfunctions
- Conducts minor research, collecting information on non-technical, operational, or administrative issues and type summary of research findings
- Enters, updates, processes, and maintains records, files, applications, and/or forms
- Processes timekeeping, attendance, overtime, and time-off requests for department submission to payroll
- Conducts Pre-Screens on defendants to determine if they meet the criteria for ASU programs
- Prepares the file of noncompliant defendants with necessary documentation to present to the Specialists
- Interacts with SAO regarding PCSO member availability for court
- Interacts with victim witness to determine member availability - using conflict sheet provided by victim witness Subpoena Control
- Contacts members with disposition updates and notifications for subpoenas
- Specialized functions and responsibilities may vary by area of assignment
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may 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

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U.S. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- One (1) year experience in a clerical office environment
- Data entry accuracy score of 80%
- Typing speed of 25 wpm

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- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of business English, spelling, and arithmetic
- Knowledge of general office practices and procedures
- Ability to operate standard office equipment such as computer terminal, copy machine, and calculators
- Time management skills and inter-personal skills
- Verbal and written communication skills
- Accurate typing 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 8 hours per day
- Stand up to 3 hours per day
- Walk up to 2 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, reach, kneel, and twist