

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ASSISTANT ALTERNATIVE SENTENCING SUPERVISOR

JOB CODE: 20221	PAY GRADE: 16	PAY RANGE: \$45,000 - \$72,000
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GENERAL DESCRIPTION

Under the supervision of the Alternative Sentencing Sergeant, performs responsible and complex work of a highly specialized nature requiring the supervision and training staff. Work involves the continually managing offender caseloads and regularly reviewing all offender files. Work also involves assisting and relieving the Sergeant of administrative details and performing technical clerical and supervisory activities. Makes independent work decisions based on experience and knowledge, but refers the more difficult and complex problems to the supervisor for decision. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Supervises and evaluates members assigned to the unit and prepares appropriate performance appraisals; provides counseling to members in appropriate behavior and policies, as necessary;
- Distribute case assignments;
- Reviews offender files and ensures accuracy, completeness, and adherence to agency policies;
- Review and approve offender releases;
- Monitor inmate booking and releases when it occurs in the Alternative Sentencing Unit;
- Collect risk assessments;
- Assist in training personnel;
- 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.

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QUALIFICATIONS

- Graduation from an accredited college or university with an Associate's Degree
- 4 years' experience in Alternative Sentencing
- Or equivalent combination of training and experience
- Must possess a valid Florida driver's license

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
- Knowledge of the regulations pertaining to admission, bonding, release, and court processing
- Knowledge of the Pinellas County Criminal Justice System and Florida State Department of Corrections Rule 33-8.
- Ability to supervise a staff
- Ability to complete accurate work under extreme stress
- Ability to work independently
- Ability to keep good records and coordinate staffing
- Ability to acquire information from the judicial system rapidly and accurately
- Ability to work harmoniously with fellow employees and with the public
- Skill in conducting employee training classes
- Knowledge of the General Orders, policies, and procedures of the Pinellas County Sheriff's Office
- 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 4 hour per day
- Walk up 3 hours per day
- Occasionally lift up to 20 lbs.
- Occasionally bend or squat