

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## ASSISTANT CLASSIFICATION SUPERVISOR

<b>JOB CODE: 30081</b>	<b>PAY GRADE: 16</b>	<b>PAY RANGE: \$45,000 - \$72,000</b>
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### GENERAL DESCRIPTION

Under the general direction and supervision of a Sergeant, this position is responsible for supervising the classification functions and services provided to inmates in all facilities. The duties require considerable independent judgment and latitude be exercised in the interpretation of policies and in the supervision of members in routine and emergency situations. Work is reviewed through observation and results obtained. **Subject to call out 24 hours a day.**

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Directs and supervises classification functions and support services; keeps supervisor informed of significant developments; and assigns work directly to subordinate staff members;
- Approves shift and vacation schedules, attendance and payroll reports;
- Reviews and refines record keeping procedures and techniques; assists with administrative correspondence from the Classification Section;
- Acts as liaison between the Department of Detention and Corrections and related outside agencies;
- Ensures subordinate conformance to policy, procedures, rules and regulations;
- Compiles statistical reports for the Classification Section;
- Ensures completion of Section duties;
- Maintains and implements current procedures for classification;
- Reviews staff productivity and accuracy;
- Prepares duty rosters;
- Acts as the Classification Field Training Coordinator;
- Conducts performance evaluations of members;
- Provides court testimony when required;
- Completes and submits required documents and forms, assisting in the development of budget requests and orders;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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This list of duties and responsibilities 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 duties and responsibilities as necessary.

## QUALIFICATIONS

- Graduation from an accredited college or university with an Associate's Degree
- Four (4) years' experience in Classification with two (2) years' in a supervisory role
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of modern office business equipment and computer operations, practices, procedures, and machines
- Extensive knowledge of laws governing procedures encountered in office responsibilities
- Knowledge of correctional operations including supply, contraband, control and other related support services
- Ability to monitor and manage jail population levels
- Knowledge of the research available concerning rehabilitation techniques and programs utilized in the field of Corrections
- Ability to promote and maintain effective internal and public relations
- Ability to prepare operating and statistical tabulations and reports
- Knowledge of policies, regulations, and procedures for the confinement and security of pretrial detainees and sentenced inmates
- Knowledge of correctional operations and the rehabilitation techniques and programs utilized in the field of corrections
- Knowledge of the principles of supervision, organization, and administration
- Knowledge of detention operations including the care, custody, and control of the detainees
- Knowledge of statutes, ordinances, regulations, and judicial rulings governing detainees
- Ability to supervise, train, and coordinate the activities of staff engaged in a wide variety of confinement/classification activities
- Ability to communicate effectively, both orally and in writing
- Ability to look beyond surface issues to identify/analyze problems and develop solutions
- 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 1 hour per day
- Walk up 2 hours per day
- Frequently lift up to 10 lbs.
- Occasionally lift up to 20 lbs.
- Frequently bend, reach, or twist