

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## ASSISTANT COURT PROCESSING UNIT SUPERVISOR

<b>JOB CODE: 61065</b>	<b>PAY GRADE: 16</b>	<b>PAY RANGE: \$45,000 - \$72,000</b>
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### GENERAL DESCRIPTION

Under the supervision of the Court Processing Unit Sergeant, this position performs responsible and complex work of a highly specialized nature requiring the supervision and training of a large staff. Work involves assisting and relieving the Sergeant of administrative details, performing technical, clerical, and supervisory activities relating to processing civil and enforceable writs, warrants, and domestic violence injunctions. Makes independent work decisions based on experience and knowledge, but refers the more difficult and complex problems to the Sergeant for decision. Work is reviewed through observation and results. **Shift work is required.**

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Supervises and evaluates members assigned to the unit and prepares appropriate performance appraisals; provides counseling to members regarding appropriate behavior and policies, as necessary;
- Assigns work directly to subordinate staff members;
- Reviews work completed by staff and ensures accuracy, completeness, and adherence to agency policies;
- Directs and supervises warrant functions; keeps Sergeant informed of significant developments;
- Approves shift and vacation schedules;
- Maintains and implements current procedures for the Unit;
- Respond to all inquiries made by other agencies, to include but not limited to: State Attorney's Office, Public Defender's Office, police departments and contracted prisoner transport;
- Assist in training personnel and maintain and schedule training as needed for personnel;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as necessary.



## QUALIFICATIONS

- Graduation from an accredited college or university with an Associate's Degree
- 4 years' experience in the Court Processing Unit
- Or equivalent combination of training and experience
- Must possess a valid Florida ID

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state statutes, laws, ordinances and requirements related to the field of Corrections
- Ability to supervise a staff
- Ability to complete accurate work under strict deadlines
- 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