

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



CRIMINAL JUSTICE SPECIALIST

JOB CODE: 50050	PAY GRADE: 7	PAY RANGE: \$28,800 – \$46,080
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GENERAL DESCRIPTION

Under general supervision, performs work of a responsible nature related to the operation of housing unit and facility control rooms within the Department of Detention and Corrections or a functional area within Judicial Operations Bureau. Incumbents may work directly with inmate work crews and/or Safe Harbor residents. Work is performed in accordance with Sheriff's Office rules, regulations, policies and procedures. Incumbents are expected to work with some independence. Work is reviewed through observation and results obtained. **Shift work required.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Monitor video and audio equipment, security gates and electronic doors, fire alarm systems, intercom/public address systems, and light circuit panels;
- Assist in security at entrances and exits of various locations throughout Pinellas County by monitoring and conducting security screening of persons and items;
- Document occurrences of a routine and unusual nature in the control center journals and log and maintain all required reports pertinent to activities occurring within the members assigned area during the course of the shift;
- Initiate emergency procedures;
- Maintain a current housing unit locator of all inmates assigned to the unit and coordinate movement to and from assigned housing areas;
- Verify that all non-uniformed Sheriff's Office personnel and visitors are in possession of a Sheriff's Office badge or a visitor's pass, appropriately displayed;
- A specialized post may include observing, monitoring, and giving direction to inmate workers both on and off of the jail compound and/or; assist with checking-in, screening, and monitoring residents at Safe Harbor;
- 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 Diploma or G.E.D.
- Two (2) years of stable work history
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the application of modern correctional principles and practices as related to control room operations
- Ability to visually observe inmate movement and monitor closed circuit camera systems
- Knowledge of applicable laws, ordinances, rules and regulations
- Knowledge of procedure for reporting emergencies and equipment failures
- Ability to communicate effectively, both orally and in writing
- Ability to work closely and effectively with inmates, correctional staff, other criminal justice officials and the public
- Ability to exercise sound judgment
- Ability to comprehend and perform written and oral instructions
- Ability to react quickly, calmly and effectively in emergency situations
- Ability to effectively utilize equipment and devices assigned to the area of responsibility
- Ability to comprehend and perform all duties related to assigned duty post
- Ability to obey any lawful order of a superior, including any order relayed from a superior by another employee
- 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 or stand up to 12 hours per day
- Walk up 4 hours per day
- Occasionally lift up to 50 lbs.
- Occasionally bend or reach