

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



FINGERPRINT RECORDS SUPERVISOR

JOB CODE: 30062	PAY GRADE: 15	PAY RANGE: \$43,200 - \$69,120
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GENERAL DESCRIPTION

Under the general direction of the Biometric Records Manager, performs complex, responsible work requiring the supervision and training of a technical staff. Provides direction and coordination of personnel under their command, assuming responsibility for the performance of those members. Work also involves assisting in the daily management of the Automated Fingerprint Identification System, liaison with other agencies and scheduling of subordinates to provide coverage of the Division. This position is also responsible for directing the processing of evidence for latent print impressions and providing expert witness testimony in courts of law. This position assists in the preparation of management documents relevant to budgeting and funding of routine operations. Supervision is exercised over subordinate technical personnel by assignment and review of tasks on a daily basis and periodic staff meetings and inspections. Duties are accomplished with a degree of independence and at a level of authority and responsibility where the member must exercise good judgment and individual initiative. Work is reviewed through observation and results obtained.

A member in this job classification spends at least 65 percent of their time performing duties that involve the collection, examination, preservation, documentation, preparation or analysis of human tissues or fluids or physical evidence having potential biological, chemical or radiological hazard or contamination, or uses chemicals, processes, or materials that may have carcinogenic or health-damaging properties in the analysis of such evidence, or be the direct supervisor of one or more individuals having such responsibility, in accordance with F.S. 121.0515.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Supervise the Division in the identification of criminal booking fingerprints and perform daily maintenance functions on AFIS computer equipment;
- Assist in supervision of the Latent Section;
- Assist the Biometric Records Manager in performing the duties and responsibilities of that position;
- Approve, or disapprove, all requests for leave time submitted by subordinates to ensure proper personnel coverage;

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- Evaluate the conduct, appearance, and actions of personnel under their command and take or recommend appropriate measures of commendation or disciplinary action;
- Provide training for members and monitor their progress during a probationary period of employment;
- Provide testimony as needed on fingerprint identification for State Attorney's Office;
- Prepare statistical reports on Division activity;
- 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

- Graduation from an accredited college or university with an Associate's degree
- Four (4) years' experience in a fingerprint identification or related field, with one (1) year in a supervisory role
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Current Knowledge of principles and techniques of biometric identification.
- Ability to compare and identify criminal booking fingerprints
- Ability to conduct training in AFIS computer operations and biometric identification
- Ability to plan and supervise subordinates in a manner conducive to full performance and morale
- Ability to keep accurate records and coordinate staffing
- Knowledge of computer systems and operations as they apply to biometric identification
- Knowledge of the legal, administrative and procedural regulations applicable to the area of assignment.
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Ability to communicate effectively both verbally and in writing
- Time management, organizational skills, and problem solving;
- 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 6 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel, or twist