



INMATE PROPERTY SHIFT SUPERVISOR

JOB CODE: 60097	PAY GRADE: 8	PAY RANGE: \$30,600 - \$48,960
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GENERAL DESCRIPTION

Under the supervision of the Inmate Property Clerk Supervisor, performs moderately complex work of average difficulty involving receiving, recording, conducting inventories, controlling and distributing inmate property. Work is performed following prescribed guidelines, laws and the rules and regulations of the unit of assignment and of the Sheriff's Office. Work is reviewed through observation and results obtained. **Shift work required.**

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Supervises staff on an assigned shift, including the review of work product;
- Corrects errors and assists with problems related to the release of property and record keeping;
- Evaluates members assigned to the shift and prepares appropriate performance appraisals; provides counseling to members in appropriate behavior and policies, as necessary;
- Answers inquiries about allowable and contraband items; inventories all incoming inmate property; ensures that all personal property is returned to inmates when transferred to another facility or released; release of all personal property to law enforcement officers, Public Defender's office and visitors;
- Inventories, controls, provides security for, and supervises the storage and release of, valuable properties designated for the vault;
- Maintain accurate records of all property transactions and investigate missing property;
- Monitor security of bulk storage area;
- Approves or disapproves, processes and delivers all inmate requests for items from inmate property inventory in accordance with jail policy;
- May testify in court proceedings concerning inmate property;
- 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.

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



QUALIFICATIONS

- High School Diploma or G.E.D.
- Three (3) years responsible experience in records, inventory control, warehousing, or related field
- A score of 80% on a basic skills test
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to supervise members on a shift, along with daily work assignments and duties
- Ability to work independently
- Ability to maintain accurate records and coordinate staffing
- Knowledge of the state laws and Sheriff's Office rules and regulations concerning property control and distribution
- Knowledge of inventory control procedures and modern office practices concerning record keeping and inventory control
- Ability to access/retrieve property items from upper shelves
- Knowledge of various database and research software required to perform the essential functions and job duties
- 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 3 hours per day
- Walk up to 3 hours per day
- Stand up to 2 hours per day
- Continuously lift up to 10 lbs.
- Frequently lift up to 20 lbs.
- Occasionally lift up to 100 lbs.
- Frequently bend, squat, climb, reach, or twist
- Occasionally climb or kneel