

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



Inmate Property Supervisor

JOB CODE: 60087	PAY GRADE: 12	PAY RANGE: \$37,800 – \$60,480
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GENERAL DESCRIPTION

Under the supervision of a Captain, performs moderately complex work involving the supervision and training of Inmate Property Clerks engaged in accepting, storing, and returning inmate property. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Trains and supervises members in a section and reviews work and assigns duties of subordinates;
- Answers inquiries about allowable and contraband items; supervises the inventory of all incoming inmate property; ensures that all personal property is returned to inmates when transferred to another facility or released; supervises release of all personal property to law enforcement officers, inmates, and visitors;
- Compiles property reports; investigates missing property; maintains yearly file on property activity;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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
- Or four (4) years responsible experience in records, inventory control, warehousing, 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

- 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 controlled substances and related paraphernalia found during inventory of inmate property and the rules and procedures governing the disposition of contraband items
- Knowledge of the practices and procedures of modern inventory control and record keeping
- Knowledge of the laws and procedures governing the destruction or disposal of inmate property held by the Sheriff's Office
- Knowledge of modern supervisory techniques and practices including the evaluation of the performance of subordinates
- Knowledge of the policies, rules and regulations pertaining to assigned area
- Ability to effectively train and supervise subordinates
- Ability to deal effectively and courteously with supervisors, subordinates, and the public
- Ability to maintain accurate and concise records
- Ability to operate motor vehicles in a safe and efficient manner in compliance with all state laws and regulations regarding operation and licensure.
- Knowledge of the state laws and Sheriff's Office rules and regulations concerning property control and distribution
- 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 4 hours per day
- Stand up to 1 hour per day
- Walk up to 2 hours per day
- Drive up to 1 hour 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