



INMATE RECORDS MANAGER

JOB CODE: 20069

PAY GRADE: 25

PAY RANGE: \$64,800 - \$103,680

GENERAL DESCRIPTION

Under the direct supervision of the Custody Management Division Commander, performs responsible and complex work with considerable administrative responsibility, requiring the supervision of a large clerical staff. Work involves assisting in the planning, assigning, and reviewing of work of a staff of subordinate members in a clerical section with full responsibility under general supervision for processing and maintaining a large number of records entailing complex procedures. Work also involves assisting and relieving superior of related management details, and performing highly specialized and technical clerical activities under general supervision. A member in this classification may be held responsible for the proper performance of the assigned supervisory or technical activities of the section and makes independent work decisions based on experience and knowledge, but refer the more difficult policy or procedural questions to a superior for decision. **On a rotating basis is available after normal business hours to respond to inquiries from Shift Supervisors.**

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Supervises all booking and release activities;
- Acts as liaison between the Department of Detention and Corrections and the courts, county clerk, and county computer operations;
- As the court reported Custodian of Records, responds to subpoenas and testifies in court regarding records maintained;
- Reviews shift reports, interface reports, and other data to ensure the accuracy of data and to facilitate the efficient operation of the section;
- Assists the Assistant Supervisors in maintaining/correcting the Florida State Criminal History and Interstate Compact compliance;
- Liaison with vendors providing services to the section;
- Relieves superior of administrative detail by advising members of policies and procedures, maintaining correspondence, preparing reports, assembling budget data;

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- As a section leader, supervises the work of members engaged in such activities as bookkeeping, cashiering, preparation of billings, prisoner intake and release, arranging for special services required in an unusual or emergency situation; makes required reports;
- Coordinator for the Field Training Program;
- Completes the payroll for Inmate Records members and prepares attendance sheets for the timekeeper;
- Conducts/participates in interviews for new hires;
- Assess staffing levels for each shift;
- Plans and recommends new unit procedures to improve day to day operations;
- 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 a Bachelor's Degree in Management, Business Administration, Public Administration, or related field
- Five (5) years' experience in a related field with two (2) years in a supervisory role
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state statutes, laws, ordinances and requirements related to the field of Corrections
- Knowledge of the policies, procedures, rules and regulations governing the operations of detention facilities and the confinement and security of individuals housed within the facilities
- Knowledge of the regulations pertaining to admission, bonding, release, court processing and behavior evaluation
- Above average skills in Microsoft Office Suite programs, i.e. Excel
- Extensive knowledge of the administrative and procedural regulations applicable to the Department of Detention and Corrections
- Knowledge of the Pinellas County Criminal Justice System and Florida State Department of Corrections Rule 33-8.



- Ability to plan, organize, and supervise or assist in the supervision of the work of a staff of clerical and other subordinates in a manner conducive to full performance and high morale
- Ability to complete accurate work under deadlines
- Ability to work independently
- Ability to keep good records and coordinate staffing
- Ability to develop effective office procedures and clerical training programs
- Ability to react quickly and calmly, and to direct and coordinate the work of subordinates in an emergency
- Ability to promote and maintain effective internal and public relations
- Ability to prepare operating and statistical tabulations and reports accurately
- Ability to provide information correctly and concisely; orally and in writing
- 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
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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 2 hours per day
- Walk up 2 hours per day
- Occasionally lift up to 20 lbs.
- Occasionally bend or squat