

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



INMATE RECORDS SHIFT SUPERVISOR

JOB CODE: 30089	PAY GRADE: 13	PAY RANGE: \$39,600 - \$63,360
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GENERAL DESCRIPTION

Under the supervision of the Assistant Inmate Records Supervisor, performs responsible and complex work of a highly specialized nature requiring the supervision and training of staff on an assigned shift. Work involves overseeing the process of ensuring appropriate booking and authorizing the release of inmates, verifying the accurate transcription of court work, performing administrative tasks and supervisory activities, and reviewing the work of subordinates. Incumbent makes independent work decisions and judgments based on experience, knowledge, and established policy, but refers the more difficult and complex problems to the Assistant Inmate Records Supervisor. 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 booking, release, and record keeping, ensuring accurate representation of a defendant's file;
- Ensures court transcription is completed accurately;
- Completes the final review of all files prior to release;
- Coordinates with other agencies for the transportation of inmates;
- Ensures accurate accounting of monies received and/or maintained in the section;
- Maintains schedule of members on the assigned shift, accepting sick calls and contacting members to cover the shift adequately; accepts vacation, holiday, compensatory time, and other leave forms for processing;
- Evaluates members assigned to the shift and prepares appropriate performance appraisals; provides counseling to members in appropriate behavior and policies, as necessary;
- Responds to inquiries from other agencies;
- Conducts read-off, to include the dissemination of information from memos and orders pertaining to the sections operation and daily training;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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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
- Two (2) years' experience as an Inmate Records Specialist III
- Or equivalent combination of training and experience
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Standard Operating Procedures within the Inmate Records Section
- Knowledge of the Pinellas County Criminal Justice System and Florida State Department of Corrections Rule 33-8
- 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
- Ability to supervise members on a shift, along with daily work assignments and duties
- Ability to complete accurate work under time constraints
- Ability to work independently
- Ability to maintain accurate records and coordinate staffing
- Inter-personal skills, possessing the ability to work harmoniously with fellow members and deal professionally with the public, sometimes under stressful circumstances
- Time management skills
- 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 1 hour per day
- Walk up 3 hours per day
- Occasionally lift up to 20 lbs.
- Occasionally bend or squat