

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



INMATE RECORDS SPECIALIST II

JOB CODE: 61235	PAY GRADE: 9	PAY RANGE: \$32,400 - \$51,840
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GENERAL DESCRIPTION

Under the direct supervision of the Inmate Records Assistant Supervisor, the incumbent performs work of moderate difficulty involving the calculation of inmate sentences, verifying court records regarding all sentenced inmates, and assisting with the release process. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for accurately calculating and verifying county sentenced inmates upon sentencing or when disciplinary action has caused a change in good/gain time;
- Generates the daily sentencing list;
- Responds to all inmate request and complaint forms regarding sentencing;
- Schedules and verifies inmate transfers to and from Department of Corrections (DOC) on a weekly basis;
- Acts as the liaison between with DOC on all sentenced inmates;
- Monitors detainers, witness files, and control release files while DOC inmates are in the custody of Pinellas County Jail;
- Monitors all fugitive, circuit civil, parole violators and special handling files.
- Receive and process disciplinary report findings and manually adjusting a county sentence.
- Compiles daily statistics for DOC and PCJ sentenced inmates.
- 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

- High School Diploma or G.E.D.
- Three (3) years' clerical experience
- A score of 75% on a basic skills test

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- Ability to obtain an NCIC/FCIC certification within 90 days of employment
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of General Orders, Policies and Procedures with the ability to read, interpret, and follow procedural and policy manuals
- Ability to enter and/or retrieve information from computer systems
- Ability to understand plans and concepts and to translate plans into action
- Ability to look beyond surface issues to identify and analyze problems and develop responses
- Ability to efficiently organize, prioritize, schedule and manage daily work activities, tasks, and special assignments
- Inter-personal skills
- 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 up to 6 hours per day
- Stand up to 1 hours per day
- Walk up 1 hours per day
- Occasionally lift up to 20 lbs.
- Occasionally bend or squat