



CLASSIFICATION SHIFT SUPERVISOR

JOB CODE: 30200	PAY GRADE: 14	PAY RANGE: \$45,678 - \$73,084
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GENERAL DESCRIPTION

Under the general direction of the Assistant Classification Supervisor, performs responsible and complex work of a highly specialized nature requiring the supervision and training of staff on an assigned shift. Work involves the process of classifying and movement of inmates, performing administrative tasks and supervisory activities, reviewing the work of subordinates, and assisting the Assistant Classification Supervisor. Member makes independent work decisions and judgments based on experience, knowledge, and established policy. Work is reviewed through observation and results obtained. **Shift work required.**

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Corrects errors and assists with problems related to classifying, correct housing and movement of inmates
- 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
- Conducts read-off, to include the dissemination of information from memos and orders pertaining to the section's operation and daily training
- Assists in responding to inquiries from other agencies
- Requires member to work a post if staffing levels dictate
- Prepares duty rosters
- Provides court testimony when required
- Regular and reliable attendance is required as an essential function of the position

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- This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work
- 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 an Associate Degree in Criminal Justice, Public Administration or related field
- Five (5) years' related experience
- Two (2) years' supervisory experience
- Or equivalent combination of education and experience
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Standard Operating Procedures within the Department of Detention and Corrections and how it relates to the Classification Section
- Knowledge of the Florida Model Jail Standards (FMJS), American Correctional Association (ACA) and Florida Corrections Accreditation Commission (FCAC)
- 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 the classifying, housing and movement of inmates
- Skill in assessing individual inmates through interviewing techniques to assign appropriate custody levels and proper housing assignments
- Skill in operating various computer systems to include, but not limited to, Odyssey, JIMS, VIPAR, ACISS, e-Agent, CCIS, CJNET, document imaging, Microsoft Outlook and Excel, and SONET
- 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
- Interpersonal communication skills
- Time management skills

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- 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 1 hour per day
- Walk up 2 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat, reach, kneel and twist