

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ALTERNATIVE SENTENCING TECHNICIAN II

JOB CODE: 20214

PAY GRADE: 11

PAY RANGE: \$39,720 - \$63,551

GENERAL DESCRIPTION

Under the direction of a supervisor, members in this position perform varied administrative office duties of a complex to highly complex nature. Incumbents are expected to exercise independent judgment and to make decisions regarding non-routine questions and work methods. This position requires accurate typing, an advanced level of performance and knowledge of entering and maintaining information into databases, updating files, processing forms, researching information, managing records, scheduling appointments, providing information to callers and/or walk-in citizens, and maintaining knowledge of the agency's policies and procedures. Work is reviewed through observation, review of work products, and results obtained.

SUPERVISES OTHERS: NO

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provide advanced level of comprehensive administrative support, responding to public inquiries, screening calls, and acting as a liaison between citizens, staff, and supervisors, while exercising independent judgment and decisions;
- Monitor and review files to ensure S/ROR defendants are remaining in compliance with court orders and court attendance, to include weekly offender check-ins via telephone, email or in person;
- Research court cases to determine if there has been a disposition or modification of conditions of release; Notify the appropriate individuals as necessary;
- Make appropriate notification of reporting offenders;
- Complete and appropriately document weekly check-ins via in person, email and telephone;
- Coordinate sentenced offender fingerprints;
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals; assists callers with information as needed;
- Composes and prepare responses to correspondence for inquiries;
- Inputs information into databases; maintain records in databases;
- Schedule drug testing appointments;

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- Perform criminal history search inquiries utilizing databases;
- Monitor or maintain electronic filing/scanning systems and recording of information;
- Compose documentation, notes, or reports, such as presentations and expense, statistical, or monthly reports;
- Greet visitors or employees and address their inquiries or direct them to the appropriate individuals according to their needs;
- Schedule or confirm appointments or meetings; may maintain complex scheduling and/or event calendars and determine best course of action when conflicts occur;
- Prepare agendas and meeting materials;
- Operates office equipment, fax machines, scanners, copiers, and may arrange for repairs when equipment malfunctions;
- Conduct research, collecting information on non-technical, operational, or administrative issues and type summary of research findings;
- Enters, updates, processes, and maintains records, files, applications, and/or forms;
- Monitor various supply inventories and enter requisitions;
- Process timekeeping, attendance, overtime, and time-off requests for department submission to payroll;
- Retrieve monies from safe, prepare cash deposit/sheets (verifying amount, closing out drawer in CORE, paid payments, etc. and having a 2nd person double check money received and deposit) for Inmate Accounting. Pull inmate accounting sheet for day's releases, verify amount due, complete exit sheets.;
- Review website for any payments. Approve and process payments if appropriate, post any payments from previous day;
- Complete exit sheet and email to ASUW if needed for No-File cases/Offender released from monitor.
- Complete financial paperwork for Offenders court-ordered to have a monitor. Calculate release date if appropriate for specialists. Enter fees in CORE.
- Complete financial paperwork and enter fees in CORE for people who were put on monitor overnight.
- Review all releases and returned to custody to verify amount due is correct in CORE. Stop daily fees if appropriate.
- Confirm if any offender's account is to be written off due to debt being over three years
- Complete monthly report to include cash deposits and money received through Inmate Accounting. This also requires separating GPS and CAM fees and payments made toward lost/broken equipment.
- Complete requisitions for supplies. (If necessary, find vendor and cost of item.)
- Liaison to Dex Imaging (ordering supplies, copier issues, etc.)
- Enter check request for Attenti invoices.

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- Enter requests to move monies into different accounts.
- Complete financial paperwork for releases over the weekend and/or holidays.
- Complete exit sheet & email to jail-ASU on Friday and/or day before holiday. Also, exit sheets are completed ahead of time and distributed appropriately when out of office for vacation.
- Maintain and update excel sheet for grant as needed (not a standard job duty)
- Enter ROR drug testing charges in CORE when paperwork is received from Misd. Probation.
- Conduct Pre-Screens on defendants to determine if they meet the criteria for ASU programs;
- Prepare the file of noncompliant defendants with necessary documentation to present to the Specialists;
- May notarize documents;
- Reviews, redacts, and disseminates documents;
- May make travel arrangements;
- Participates in Sheriff's Office recruitment and community relations activities as directed;
- Specialized functions and responsibilities may vary by area of assignment.

Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and in the event of an emergency or natural disaster, may be required to work.

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 graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education AND
- Two(2) years' experience in an office environment performing data entry and complex office duty assignments
- Data entry accuracy score of 75%
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license



KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of business English, spelling, and arithmetic;
- Knowledge of general office practices and procedures;
- Ability to maintain accurate records, logs, and files
- Ability to perform essential functions with frequent interruption and/or distraction
- Ability to prioritize assignments
- Ability to work independently and follow through on assignments with minimal direction
- Ability to take action when answers to a problem are not readily apparent
- Time management skills and excellent inter-personal skills;
- Verbal and written communication skills;
- Accurate typing 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 8 hours per day
- Stand up to 3 hours per day
- Walk up to 2 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, climb, reach, kneel, and/or twist