

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ASSISTANT BIOMETRIC RECORDS MANAGER

JOB CODE: 21040	PAY GRADE: 21	PAY RANGE: \$59,580 - \$95,328
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GENERAL DESCRIPTION

Under the general direction of the Biometric Records Manager, performs complex, responsible work requiring the supervision and training of a technical staff. Provides direction and coordination of personnel under their command, assuming responsibility for the performance of those members. This position is also responsible for directing latent print examinations, conducting technical reviews of latent casework, and providing expert witness testimony in courts of law. This position assists in the preparation of management documents relevant to budgeting and funding of routine operations. Supervision is exercised over subordinate technical personnel by assignment and daily review of tasks, periodic staff meetings, and inspections. Duties are accomplished with a degree of independence and at a level of authority and responsibility where the member must exercise good judgment and individual initiative. Work is reviewed through observation and results obtained.

A member in this job classification spends at least 65 percent of their time performing duties that involve the collection, examination, preservation, documentation, preparation or analysis of human tissues or fluids or physical evidence having potential biological, chemical or radiological hazard or contamination, or uses chemicals, processes, or materials that may have carcinogenic or health-damaging properties in the analysis of such evidence, or be the direct supervisor of one or more individuals having such responsibility, in accordance with F.S. 121.0515.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for subordinate members' welfare and care and individual training in the conduct of duties and mentoring.
- Reviews subordinate members' work performance; conducts open and honest performance counseling, appraisals and evaluating conditions of performance; initiates corrective action and/or disciplinary action as necessary.
- Ensures subordinate members meet agency standards 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).
- Supervises the daily operations of the Division, to include, but not limited to the Automated Fingerprint Identification System (A.F.I.S.), the examination of latent prints, and the identification of criminal booking fingerprints;

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- Assists with developing and implementing administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned personnel;
- Coordinates with other departments/sections within the agency and externally to ensure communication and service efficiencies; interprets and explains requirements, regulations, and procedures;
- Assists in the preparation of the annual budget, monitors status of allocated funds and expenses;
- Supports and participates in assessing staffing needs, interviews, recruiting, and hiring of personnel;
- Provides supervision, guidance, training, and motivation to assigned personnel, evaluates performance, and initiates corrective actions as needed;
- Prepare statistical reports on Division activity;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report 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

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration or related field AND three (3) years' related experience in fingerprint identification or related field AND two (2) years' supervisory experience
- Or equivalent combination of education and experience
- Must hold IAI Latent Print Examiner Certification or be able to obtain IAI Certification within one year after hire
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check



KNOWLEDGE, SKILLS, AND ABILITIES

- Current knowledge of principles and techniques of biometric identification
- Ability to conduct complex latent print examinations
- Ability to compare and identify criminal booking fingerprints
- Ability to conduct training in AFIS computer operations and biometric identification
- Ability to plan and supervise subordinates in a manner conducive to full performance and morale
- Ability to keep accurate records and coordinate staffing
- Knowledge of computer systems and operations as they apply to biometric identification
- Knowledge of the legal, administrative and procedural regulations applicable to the area of assignment.
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Ability to communicate effectively both verbally and in writing
- Time management, organizational skills, and problem solving
- 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 to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 50 lbs.
- Occasionally bend, squat, reach, kneel, or twist