

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ASSISTANT INMATE RECORDS SUPERVISOR

JOB CODE: 30085	PAY GRADE: 16	PAY RANGE: \$47,740 - \$76,384
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GENERAL DESCRIPTION

Under the supervision of the Inmate Records Manager, performs responsible and complex work of a highly specialized nature requiring the supervision and training of a large staff. Work involves overseeing Department of Detention and Corrections inmate booking and releasing process continuity, assisting and relieving superior of administrative details, and performing general technical, clerical, and supervisory activities. Work is reviewed through observation and results obtained. **On a rotating basis, must be available after normal business hours to respond to inquiries from Shift Supervisors.**

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
- Ensure 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 all problems arising in the booking and releasing of inmates in the Department of Detention and Corrections
- Coordinates all computer problems and program changes in coordination with the Information Technology Bureau
- Assists with testing new programs
- Responds to all inquiries made by other agencies, judges, court clerks, and police officers
- Liaisons with State Attorney, Public Defender and other departments for special category inmates
- Responsible for the field training program for all new employees in booking, record keeping, and release procedures
- Coordinates and tracks placement of inmates to court ordered programs
- Monitors Interstate Compact violators in accordance with the rules set by the Interstate

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Commission for Adult Offender Supervision

- Maintains/corrects Florida State Criminal Histories
- Processes alias name reports to the State Attorney's Office and the arresting agency;
- Maintains daily statistical records
- Evaluates members assigned to the shift and prepares appropriate performance appraisals; provides counseling to members in appropriate behavior and policies, as necessary
- Acts as liaison between the Department of Detention and Corrections and the courts, county clerks and Pinellas County Business Technology Services
- Authorizes releases of inmates
- Ensures cash on hand is in compliance with policy and performs audits when required;
- Conducts/participates in interviews for new hires
- Makes independent work decisions based on experience and knowledge, but refers the more difficult and complex problems to the manager for decision
- 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 an Associate's Degree in Business Administration, Public Administration or related field AND five (5) years' related experience AND two (2) years' supervisory experience, OR
- Four (4) years' experience in Inmate Records with two (2) year's in a supervisory role
- Or equivalent combination of training and experience
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license



KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state statutes, laws, ordinances and requirements related to the field of Corrections
- 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
- Knowledge of the Pinellas County Criminal Justice System and Florida State Department of Corrections Rule 33-8
- Ability to complete accurate work under extreme stress
- Ability to work independently
- Ability to keep good records and coordinate staffing
- Ability to acquire information from the judicial system rapidly and accurately
- Ability to work harmoniously with fellow employees and with the public
- Knowledge of the General Orders, policies, and procedures of the Pinellas County Sheriff's Office
- 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 4 hours per day
- Stand up 2 hour per day
- Walk up 2 hours per day
- Occasionally lift up to 20 lbs.
- Occasionally bend or squat