

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## ASSISTANT JUVENILE ELECTRONIC MONITORING SPECIALIST SUPERVISOR

<b>JOB CODE: 60160</b>	<b>PAY GRADE: 16</b>	<b>PAY RANGE: \$47,740 - \$76,384</b>
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### GENERAL DESCRIPTION

Under the supervision of the Operation H.O.M.E. Sergeant, performs responsible and complex work of a highly specialized nature requiring the supervision and training of staff. Work involves the continually managing juvenile offender supervision and regularly reviewing all offender files. Work also involves assisting and relieving the Sergeant of administrative details and performing technical clerical and supervisory activities. Makes independent work decisions based on experience and knowledge, but refers the more difficult and complex problems to the supervisor for decision. Work is reviewed through observation and results obtained.

**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)
- Maintains the Juvenile Electronic Monitoring Specialists' schedule
- Reviews juvenile offender files and ensures accuracy, completeness, and adherence to agency policies;
- Reviews contracted electronic monitoring system for profile accuracy, completeness, and adherence to agency policies;
- Reviews monitoring invoices for accuracy;
- Reviews and approves juvenile offender releases from court ordered electronic monitoring and/or transfer to Department of Juvenile Justice electronic monitoring;
- Oversee electronic monitoring operations, including installation and removal processes, occurring at designated locations;
- Oversees staff preparedness for and involvement in court related responsibilities;
- Mediates concerns from juvenile justice partners;
- Reviews and approves statistical reporting for accuracy and completion

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- Assists in training personnel;
- 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,
- 4 years' experience as a Juvenile Electronic Monitoring Specialist
- Or equivalent combination of training and experience
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state statutes, laws, ordinances and requirements related to the juvenile justice
- Knowledge of the policies, procedures, rules and regulations governing the operations of adult and juvenile detention facilities and the confinement and security of individuals housed within the facilities
- Knowledge of the regulations pertaining to admission, , release, and court processing
- Knowledge of relevant data bases to include the Juvenile Justice information System and Pinellas County case management (Odyssey)
- Knowledge of the Pinellas County Juvenile Justice System, and the Department of Juvenile Justice.
- Ability to supervise a staff
- 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

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- Ability to work harmoniously with fellow employees and with the public
- Skill in conducting employee training classes
- 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
- Ability to adjust work schedule to accommodate oversight of all shifts including week-ends and holidays as needed

## **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 to 4 hour per day
- Walk up to 4 hours per day
- Occasionally lift up to 20 lbs.
- Regularly bend or squat