

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## CPI ASSISTANT

**JOB CODE: 38040**

**PAY GRADE: 10**

**PAY RANGE: \$36,282 - \$58,052**

### GENERAL DESCRIPTION

Under the direction of a Supervisor of the Child Protection Investigation Division, or designee, works to assist the Child Protection Investigators with case load assignments for more efficiency in reporting requirements. Perform other work as requested. Members performing in this capacity commonly experience job-stressors influenced by tasks as listed below. Work is reviewed through observation and results obtained. **May require a non-standard work week.**

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Transcribe written and recorded interviews from CPI Investigators into the Florida Safe Families Network (FSFN) and other databases;
- Assists with maintaining reports and gathering information related to the family being served, including preparing investigative summaries and assessments from information gathered during the course of the CPI investigation;
- Obtain information from community providers to determine the level of risk to the children;
- Arranges and/or refers families to social services entities;
- Explains child protection functions, rights and responsibilities to children and family members;
- Provides information to legal staff necessary for filing of court petitions and other documentation;
- Conducts inquiries of NCIC, FCIC, Odyssey, ACISS, etc. and relays such results to authorized persons;
- Routinely administers urinalysis presumptive tests to caretakers of children for the purposes of determining whether these caretakers are using illegal drugs. CPI Assistants are trained to dispose of the urine from these tests;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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

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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**

- An Associate's degree that is accredited by an accreditation agency recognized by the U.S. Department of Education (DOE) and/or Council on Higher Education Accreditation (CHEA)
- A typing speed of 25 wpm
- Must successfully complete designated portions of a pre-service training program
- Must possess a valid Florida driver's license

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge in the use of the Florida Safe Families Network (FSFN) and other databases
- Knowledge of theories and practice in child protection and family support
- Knowledge of professional ethics relating to child protection investigations
- Knowledge of family centered interviewing techniques
- Skill in organizing community resources to assist families
- Ability to plan, organize and coordinate work assignments
- Ability to maintain well documented case files
- Ability to use computer systems
- Ability to interact appropriately with families, community resources, service providers, law enforcement and other child protection professionals
- Ability to track data for maximization of Federal funds earned by the state
- Ability to provide information correctly and concisely; orally and in writing
- Time management skills
- 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**

- Must pass hearing with less than or equal to 40 decibels in each ear under the frequencies: 500hz, 1,000hz and 2,000hz
- Sit up to 8 hours per day

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- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Occasionally lift up to 20 lbs.
- Continuously reach
- Occasionally bend, squat, reach, kneel, or twist