

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



FINGERPRINT RECORDS SHIFT SUPERVISOR

JOB CODE: 30068	PAY GRADE: 12	PAY RANGE: \$38,934 - \$62,294
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GENERAL DESCRIPTION

Under the general supervision of the Assistant Biometric Records Manager, this position performs supervisory and complex, responsible work of a highly specialized nature requiring the management, supervision and training of fingerprint technicians on an assigned shift. Provide direction, coordination and control of personnel under their command, assuming responsibility for the performance of those members. Work also involves assisting in the daily management of the Automated Fingerprint Identification System. Duties are accomplished with a degree of independence and at a level of responsibility where the member must exercise good judgment and individual initiative. Work is reviewed through observation and results obtained. **Shift work is required.**

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 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)
- Supervise activities of fingerprint technicians;
- Capture the fingerprints and palm prints of inmates during the booking process;
- Captures photo images (mugshots and tattoos) of inmates during the booking process;

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- Collects DNA samples from subjects according to FDLE published "Requirements for Submission of DNA" ;
- Compare and identify criminal booking fingerprints;
- Assist in the daily management of the Automated Fingerprint Identification System (AFIS);
- Trains new members;
- Assist in the preparation and approval of payroll/time off records;
- 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

- 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, pursuant to Section 1005.02(7), F.S. AND
- Four (4) years' experience in a fingerprint identification or related field
- Course study in Science of Fingerprints or related field
- Must possess a valid Florida driver's license



KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of fingerprint comparison and identification
- Knowledge of the correct technique for capture of friction skin impressions
- Interpersonal skills
- Leadership skills
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Ability to communicate effectively both verbally and in writing
- Organizational skills
- Time management
- 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 the essential functions and responsibilities. Members in this position may be required to:

- Sit up to 4 hours per day
- Stand up to 4 hours per day
- Walk up to 1 hour per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, reach, or twist