

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



INMATE RECORDS SPECIALIST III

JOB CODE: 60085	PAY GRADE: 12	PAY RANGE: \$40,102 - \$64,162
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GENERAL DESCRIPTION

Under the direct supervision of the Inmate Records Shift Supervisor, this position is responsible for accurately entering demographics, booking and case information into the Jail Management System for individuals taken into custody, and perform such related activities as accepting bonds, accessing and running NCIC/FCIC responses for warrant checks, processing releases, evaluating criminal histories and disbursing money to inmates leaving the facility. Work is reviewed through observation and results obtained. **Shift work required.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Reviews all applicable files, reports, documents, and correspondence to ensure that they are complete and accurate, and correcting any discrepancies;
- Accepts, reviews, and assigns bond information on arrest affidavits, complying with Florida State Statutes, Florida Legislature, and established bond schedule;
- Creates an inmate's initial file based on booking paperwork received.
- Performs search for outstanding warrants nationally and state-wide.
- Accesses various databases to ensure courts are aware of special handling of certain inmates as required by Florida Statute (VFOSC, HRSO, etc.)
- Prepares paperwork, making proper notification of pending releases and reviews entire file to ensure all charges have been disposed of correctly;
- Performs release process for inmates with accuracy and efficiency, answering inmate/offender/detainee questions;
- Receives, verifies and processes surety bonds, cash bonds, child support purges and surrender certificates;
- Receives funds, issues receipts and processes monies collected;
- Releases inmate funds to authorized persons, verifying the amount of funds and identification of the person accepting the money;
- Balances cash drawer;
- Reviews public record and media requests, redacting information based on Florida Public Record Laws.
- Ensures access to secured areas is denied to all unauthorized personnel or individuals;

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- Provides accurate and complete information and coaches new employees, members of other agencies and/or volunteers;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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
- or four (4) years' experience in a related field
- Or equivalent combination of education and experience
- An accuracy score of 80% on data entry
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of General Orders, Policies and Procedures with the ability to read, interpret, and follow procedural and policy manuals
- Ability to enter and/or retrieve information from computer systems
- Ability to understand plans and concepts and to translate plans into action
- Ability to look beyond surface issues to identify and analyze problems and develop responses
- Ability to efficiently organize, prioritize, schedule and manage daily work activities, tasks, and special assignments
- Inter-personal skills
- Time management 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

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 2 hours per day

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- Walk up 2 hours per day
- Occasionally lift up to 20 lbs.
- Occasionally bend or squat