

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



JUVENILE ELECTRONIC MONITORING SPECIALIST

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| JOB CODE: 60180 | PAY GRADE: 12 | PAY RANGE: \$40,102 - \$64,162 |
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GENERAL DESCRIPTION

Under the direct supervision of the Assistant Juvenile Electronic Monitoring Specialist Supervisor, performs work of a responsible and professional nature related to the implementation of electronic monitoring provided by the Pinellas County Sheriff's Office. The member may be assigned operational responsibilities of a specific program, or responsibilities common to several programs. Specific job duties determined by assignment. Work is reviewed through observation and results obtained. **Shift work is required.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Addresses electronic monitoring violation notifications and initiate/dispatch law enforcement response when necessary;
- Interviews and coordinates orientation and enrollment process of juvenile offenders to Operation H.O.M.E Electronic Monitoring process requiring direct juvenile contact at Criminal Justice Center and/or PCJ- Alternative Sentencing Office;
- Initiates and maintains routine timely contact with offenders, parents/guardians, Juvenile Probation Officers, investigative analysts, and other appropriate personnel to ascertain offender's status;
- Responsible for computer entry and retrieval tasks involved in enrolling, tracking, and releasing juveniles from electronic monitoring;
- Receives, reviews, and tracks the daily UFC detention hearing and disposition dockets;
- Provides daily court testimony in person, by facsimile, or telephone as required;
- Monitors court proceedings in person as required;
- Investigates juvenile's non-compliance information to be provided to law enforcement and/or Unified Family Court for disposition as needed;
- Coordinates efforts with Operation H.O.M.E. Investigative Analyst and assists in preparation and review of criminal histories, violation reports, statistical reports and offender files;
- Coordinates electronic monitoring processes with the Department of Juvenile Justice Juvenile Detention Center staff; provides electronic monitoring equipment/supplies as needed; and reviews juvenile profiles completed by DJJ JOC for accuracy;

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- Refers program participants to appropriate juvenile justice system partners, treatment programs and other social services;
- Monitors inclusion and exclusion zones for accuracy and offender compliance; communicates with School Resource Deputies to ensure compliance regarding school based activities;
- Act as a liaison by and between Operation H.O.M.E. and Alternative Sentencing, 3M, State Attorney, Public Defender, Inmate Records, Department of Juvenile Justice, Judiciary;
- Dispatches certified staff to address program non-compliance and completes address verifications, among other things;
- Maintains electronic monitoring equipment;
- Assists in training of 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 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, Criminal Justice or related field, OR
- 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 AND four (4) years' related experience performing similar work in a juvenile justice agency or program
- Or equivalent combination of education and experience
- Data entry score of 80% accuracy
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license
- Consideration for this position will include a credit check



KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the juvenile justice system, including terminology, processes and procedures
- Knowledge of community resources, employment programs, social agencies or groups for referrals
- Skill in assessing individual offenders, through interviewing or other techniques, to evaluate their potential for success in program participation
- Operate office equipment and computer software and applications, including but not limited to FCIC/NCIC terminal and specialized software/hardware related to the Electronic Monitoring Program
- Must exhibit proficiency in the installation, removal, maintenance, activation and deactivation of all monitoring equipment
- Knowledge of correctional operations, court etiquette and procedure, as well as agency policies, regulations, and standard operating procedures
- Ability to make statutory offender program eligibility decisions
- Ability to interpret court minutes and related documents
- Problem solving/decision making skills
- Time management skills; sets priorities and organizes workload in an effective and efficient manner
- Excellent interpersonal skills, verbal and written communication skills
- Skill in accurate statistical, programmatic, and financial report preparation
- Ability to perform all functions of the job classification without posing a direct threat to the health 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 1 hour per day
- Walk up to 3 hours per day
- Continuously lift up to 10 lbs.
- Continuously reach
- Frequently bend, kneel, or twist
- Occasionally squat or climb