

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



SECURITY SPECIALIST

JOB CODE: 50150	PAY GRADE: 15	PAY RANGE: \$45,830 - \$73,329
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GENERAL DESCRIPTION

Under general supervision of a Detention Sergeant, performs work of a responsible nature related to the security of the Pinellas County Jail facility and areas incorporated within the Department of Detention and Corrections. Incumbents will be responsible for the care, custody, restraint and general welfare of inmates while off compound. Work is performed in accordance with the Sheriff's Office rules, regulations, policies and procedures. Incumbents are expected to work with some independence. Incumbent must be able to exercise good judgment and initiative in handling routine and emergency situations. **Shift work is required.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Maintains care, custody, control, and physical restraint of inmates while inmates are being transported to and from and housed at the hospital and other locations outside the jail;
- Maintains good order and conduct of inmates performing inmate searches as needed;
- Exercises reasonable and/or special care or action in handling special risk inmates;
- Supervises, transports, and interacts with adults, juveniles, male and female to include felons, misdemeanants, sentenced and non-sentenced inmates;
- Monitors video and audio equipment, security gates and electronic doors, fire alarm systems, intercom/public address systems, and light circuit panels.
- Assists in security at entrances and exits of various locations throughout Pinellas County Sheriff's Office facilities by monitoring and conducting security screening of persons and items;
- Documents occurrences of a routine and unusual nature in the assigned area's journals and log and maintain all required reports pertinent to activities occurring within the member's assigned area during the course of the shift;
- Initiates emergency procedures;
- Verify that all non-uniformed Sheriff's Office personnel and visitors are in possession of a Sheriff's Office badge or a visitor's pass, appropriately displayed when at the jail facility;
- Ensures the cleanliness of the area of assigned responsibility, while accounting for property Sheriff's Office inventoried property including tools and equipment;

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- Assists in the training of personnel as needed;

Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required 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
- Must possess Florida D and G security guard and firearm licenses
- Must have a minimum of one (1) year experience in a sworn position in corrections or law enforcement, or equivalent experience
- Consideration for this position requires a credit check
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of applicable laws, ordinances, rules and regulations.
- Knowledge of procedure for reporting emergencies and equipment failures.
- Ability to communicate effectively, both orally and in writing.
- Ability to work closely and effectively with inmates, correctional staff, other criminal justice officials and the public.
- Ability to exercise sound judgment.
- Ability to comprehend and perform written and oral instructions.
- Ability to react quickly, calmly and effectively in emergency situations.
- Ability to effectively utilize equipment and devices assigned to the area of responsibility.
- Ability to comprehend and perform all duties related to assigned duty post.
- Ability to obey any lawful order of a superior, including any order relayed from a superior by another employee.
- 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.

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- Knowledge of Florida Model Jail Standards and Sheriff's Office rules and regulations as applied to correctional work. Knowledge of General Orders and standard operating procedures.
- Knowledge of the application of modern correctional principles and practices.
- Knowledge of cardio pulmonary resuscitation.
- Ability to visually observe inmate movement and monitor closed circuit camera systems.
- Ability to react quickly and calmly in emergency situations.
- Ability to work closely with others as a team
- Ability to enforce the rules and policies of the Department of Detention and Corrections with firmness, tact, and impartiality, and to deal courteously with the public.
- Ability to observe and respond to situations promptly and objectively.
- Ability to use and care for equipment and devices used in the corrections profession.
- Ability to comply with the Drug Free Workplace Act.

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 or stand up to 12 hours per day
- Walk up 4 hours per day
- Occasionally lift up to 25 lbs.
- Occasionally bend, squat, reach, kneel, or twist