

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



SEXUAL PREDATOR & OFFENDER TRACKING (SPOT) SPECIALIST

JOB CODE: 31210	PAY GRADE: 12	PAY RANGE: \$41,706 - \$66,728
------------------------	----------------------	---------------------------------------

GENERAL DESCRIPTION

Under the direction of the sergeant, this position is responsible for the registering, monitoring, and gathering of intelligence on registered sexual predators, sexual offenders, and career offenders within Pinellas County. Position is responsible for maintaining and updating all individuals' files with current employment and residence data, uploading all registration documentation in respective electronic files, obtaining electronic signatures, and photographing individuals. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Ensures that all sexual predators, sexual offenders, and career offenders within Pinellas County are following the requirements of registering their location of residence
- Interviews sexual predators, sexual offenders, and career offenders in an effort to obtain pertinent information related to residing address, employment, vehicles, current student status (if applicable), condition changes such as scars, tattoos, hair styles, facial appearances, etc;
- Gathers obtained documentation for data entry from the individual and updates all applicable offender databases including: ACISS, WebSPOT, FDLE, Sexual Offender / Sexual Predator database, and any other required database(s)
- Obtains qualifying offense reports from outside agencies for temporary resident sexual predators, sexual offenders, and career offenders visiting SPOT to register
- Maintains and updates individuals' files by uploading all registration documentation in respective electronic files, and obtaining electronic signatures; photographs individuals and uploads to respective databases
- Captures fingerprints and palm prints of sexual predator, sexual offender, and career offender during registration process
- Verifies the address location, using an online mapping program, of sexual predators, sexual offenders, and career offenders
- Responds to callers and other inquiries from law enforcement, probation, parole, pardon, as needed, and provides documents or information required
- Performs research to maintain updated records and requires validation of records thoroughly to ensure integrity and accountability
- Maintains a current working knowledge of sexual predator, sexual offender, and career offender laws

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



- Produces timely and accurate reports on behalf of the agency
- 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 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

- Graduation from an accredited college or university with an Associate's Degree in Business Administration, Public Administration, Criminal Justice or related field AND two (2) years' experience in criminal justice or related field
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the criminal justice system, including terminology, processes and procedures
- Ability to communicate and interact with a diverse population
- Ability to multi-task, work on multiple cases, projects at the same time without becoming frustrated or disorganized
- Ability to maintain accurate, well-written documentation
- Knowledge and skills in the use of related software for use in word processing and data entry
- Ability to maintain a high level of confidentiality
- Time management and organizational 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 8 hours per day
- Stand up to 2 hours per day
- Walk up to 1 hours per day
- Occasionally lift up to 10 lbs.
- Continuously reach
- Frequently bend, kneel, or twist
- Occasionally squat or climb