HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

# Evidence Senior Supervisor

**Job Code:** W0115
**Pay Grade:** WM
**Pay Scale:** $26.46-$40.53 Hourly; $55,036.80-$84,302.40 Annually
**Exempt:** No

## OVERVIEW

Supervise a large team of employees or multiple teams with related goals with responsibility for monitoring work processes and ensuring quality and quantity goals are met. May supervise and lead assigned supervisors.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Determine priorities, schedule, and assign work for a large team of employees or multiple teams.
- Implement management decisions through the work of assigned staff.
- Supervise and coordinate activities and projects between multiple teams.
- Assist in resolving operational and administrative problems by providing direction for unusual or complex problems.
- Recommend new policies, procedures, and systems to improve team operations.
- Supervise assigned staff, evaluate performance, and recommend corrective action as needed.
- Assess staffing needs and assist in the recruitment of staff.
- Identify training needs and conduct or supervise on-the-job training sessions for assigned staff.
- Maintain required documentation and complete reports.
- Initiate and attend meetings.
- Participate in performing the actual work of the assigned functional area and substitute for assigned staff as needed.
- Perform other related duties as required.

## KNOWLEDGE & ABILITIES

- Considerable knowledge of the functions, services, procedures, and regulations of the assigned functional area.
- Ability to define tasks and milestones to achieve objectives.
- Ability to establish and maintain effective working relationships with others within and outside own organization.
- Ability to communicate effectively, both orally and in writing.
- Ability to use initiative and exercise sound judgment.
- Ability to collect, organize, and evaluate data to develop logical conclusions.

## SKILLS

- Legal Compliance
- Team Supervision
- Assist with Procedures

- Leadership
- Staff Recruitment
- Evidence Processing
- Staff Coordination
- Evidence Handling
- Safety Procedures
- Work Processes
- Employee Training
- Quality Control (QC)
- Work Management
- Employee Performance Evaluations

## WORKING CONDITIONS

- Work in both office and laboratory environments within a law enforcement agency, as well as at various indoor and outdoor off-site locations.
- Elevated risk of exposure to bloodborne or airborne pathogens, bodily fluids, chemical or biological toxins, and contagious diseases.
- Stand or sit at a workstation for prolonged periods and walk long distances.
- May engage in heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 50 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

## MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Four years of experience directly related to the position duties of which two years must have been in a supervisory or lead worker/team leader capacity.

OR

- An associate's degree from an accredited institution of higher education.
- Three years of experience directly related to the position duties of which two years must have been in a supervisory or lead worker/team leader capacity.

OR

- A bachelor’s degree from an accredited institution of higher education.
- One year of supervisory or lead worker/team leader experience directly related to the position duties.

## ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.

- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.