HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Supervisor

Job Code: W0118
Pay Grade: WK
Pay Scale: $23.52-$35.97 Hourly; $48,921.60-$74,817.60 Annually
Exempt: No

OVERVIEW

Supervise a team of at least three employees with responsibility for monitoring work processes and ensuring quality and quantity goals are met. Perform the duties of the function and do first line supervisory field work.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Determine priorities, schedule, and assign work as required.
- Implement management decisions through the work of assigned staff.
- Solve problems within the team related to work assignments.
- Provide hands-on advice and assistance on work processes, best practices, and subject matter expertise to assigned staff.
- Assist in the review and development of routine procedures to ensure timely and accurate accomplishment of established operational goals.
- Supervise and train assigned staff, evaluate performance, and initiate corrective action as needed.
- Assess staffing needs and assist in the recruitment of staff.
- Maintain required documentation and complete reports.
- Attend meetings as required.
- Participate in performing the actual work of the unit 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 area.
- Ability to interpret and explain laws, statutes, regulations, and other directives.
- Ability to proof own work and the work of others.
- Ability to prioritize work of the team.
- Ability to prepare and maintain records and reports.

SKILLS

- Evaluate Staff Performance
- Mentorship
- Communication
- Organizing
- Employee Supervision
- Task Management

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 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.

OR

- An associate's degree from an accredited institution of higher education.
- Three years of experience directly related to the position duties.

OR

- A bachelor’s degree from an accredited institution of higher education.
- One year of experience directly related to the position duties.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

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.