



CLASS SPECIFICATION

Class Code: 60002221
Date Established: 06/1997
Last Reviewed: 10/2022
Last Revised: 10/2022
Last Title Change:
FLSA: non-exempt
Probation: 12 months

SHERIFF SUPPORT SPECIALIST SUPERVISOR

DEFINITION

Under general supervision, supervises staff and coordinates the operation of the Booking and Central Control functions of the Washoe County Detention Facility; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

An associate's degree from an accredited college or university in criminal justice AND one year of experience in Booking or Central Control operations; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Possession of, or ability to obtain within six months of employment, current certification on the NCIC (National Crime Information Center) and CJIS (Criminal Justice Information Systems) information systems for continued employment.

SUPERVISION EXERCISED

Exercises direct supervision over a team of Sheriff Support Specialist–Booking/Central Control in the Detention Facility.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, organize, implement, and evaluate work methods and procedures for the Booking and Central Control functions, ensuring operational efficiency, safety of staff and inmates, and compliance with established laws, rules, and regulations.

Supervise assigned staff: assign and review work, establish work schedules, evaluate performance, administer discipline, interview and select staff, explain and interpret contract, code, and laws and train staff in work methods and procedures.

Coordinate assigned services and activities with other divisions and law enforcement agencies to ensure compliance with Washoe County Sheriff's Office policies and procedures as well as general criminal justice and law enforcement standards.

Respond to inquiries, conduct research, and resolve complaints from the public, co-workers, staff, and other agencies regarding Central Control and Booking practices.

Research and respond to Inmate Request Forms.

Handle special projects as assigned: Coordinator for Field Training Officer Program; Coordinator for touch screen software; audit, track and report late release information; maintain and update visitor information and approval list; maintain and update bail schedules for all courts; review Tiburon mash and merge files and coordinate any problems with Technology Services and the computer team; liaison with bail bonds companies, various courts; etc.

Research and draft or participate in drafting new policies and/or procedures.

Compile and analyze data and submit reports to management and administrative staff regarding Detention Facility activities, operational problems, and make recommendations for improvement.

Ensure that assigned staff performs assignments in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental policies, procedures, and general orders.

Law enforcement terms and acronyms.

Applicable laws, rules, and regulations.

Techniques of training and performance evaluation.

Criminal Justice information systems and computer software specific to the department/division.

Occupational hazards and safety precautions pertinent to the area of assignment.

Countywide personnel policies such as sexual harassment, discrimination, and EEO.

Ability to:

Select, train, and evaluate staff.

Plan, coordinate, and direct the operations of Booking and Central Control to accomplish established goals and objectives and optimize efficiency.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other methods and techniques)*

Knowledge of:

Principles and practices of supervision.

Laws, regulations, policies, and practices of Booking or Central Control.

Modern office practices, methods, and procedures.

Methods and techniques of record keeping.

Computer software including Microsoft Office applications.

Basic mathematical and cashiering principles.

Ability to:

Interpret and apply pertinent laws, regulations, policies, and procedures.

Evaluate work priorities, procedures, and processes to determine effectiveness and efficiency.

Use a variety of computer software and enter data at a speed necessary for successful job performance.

Interpret legal and other documents from law enforcement agencies, attorneys, and the courts.

Plan and organize work to meet schedules and timelines.

Analyze information, project consequences of actions, and make sound decisions using good judgment.

Write comprehensive reports.

Compile data and submit statistical reports.

Verify accuracy and completeness of documents.

Maintain confidentiality of data and information.

Interact effectively with a variety of individuals under potentially hostile and stressful situations, including arrestees, inmates, law enforcement staff, coworkers, and the general public.

Communicate effectively, both orally and in writing.

Establish and maintain positive working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a detention facility environment; perform shift work, tolerate exposure to noise, hostility, and communicable disease. Must pass a computer voice stress analysis examination and background investigation.