



Seminole County Sheriff's Office

ASSISTANT SUPERVISOR

Class Spec Code: 1080
Established Date: 10/14/2020
Last Revised Date: 01/10/2022
Effective: 11/18/2022

Salary Range

\$24.17 - \$36.26 Hourly

Bargaining Unit

N/A

EEO

EEO4-Technicians

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Assist with supervising a team of at least three employees in any of a large variety of departments and agencies with responsibility for monitoring work processes and ensuring quality and quantity goals are met. Incumbents in this classification perform the duties of the function and do first line supervisory field work.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Determine priorities, schedule, and assign work as required; Implement management decisions through the work of subordinate employees; 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 subordinates; 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 subordinates as needed.

Minimum Qualifications

- Bachelor's Degree
- One (1) year clerical experience
- Consideration may be given to equivalent combination of related training, education and experience
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Considerable knowledge of the functions, services, procedures, and regulations of the unit or department to which assigned.

Skill in the application of supervisory techniques; Ability to proof own work and the work of others.

Ability to interpret and explain laws, statutes, regulations, and other directives if applicable to job assignment.

Ability to prioritize work of the team; to prepare and maintain records and reports.

WORKING CONDITIONS

The work environment for this position is normally in an office atmosphere. The incumbent performs most illustrative duties in a sedentary position. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Some sedentary work but some standing and walking; constant use of a computer

Lifting-Able to lift 25 pounds

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Dexterity-Frequent repetitive motion and reaching

Emotional/Psychological- Frequent public contact; decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some job assignments may require working weekends, nights, and/or occasional overtime