



## Seminole County Sheriff's Office

### ASSISTANT SUPERVISOR

Class Spec Code: 1080

Established Date: 10/14/2020

Last Revised Date: 01/10/2022

Effective: 04/08/2022

#### Salary Range

\$21.74 - \$34.82 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; or an equivalent combination of related training and experience
- Must possess and maintain a valid Florida Drives 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.