HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

# Director of Detention Classification and Records

**Job Code:** U8790
**Pay Grade:** UI
**Pay Scale:** $90,410.17-$135,615.26 Annually
**Exempt:** Yes

## OVERVIEW

Direct and oversee intake booking, inmate classification, records management, and related administrative functions, including supervision of assigned staff.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Oversee intake booking, inmate classification, and inactive records management functions, including the activities of personnel assigned to those areas.
- Prepare, review, and present reports and operational data, ensuring accuracy, completeness, and compliance with established guidelines and deadlines.
- Process and manage billing functions in accordance with organizational procedures and timelines.
- Review, verify, and authorize inmate-related actions, including release dates and legal documentation to maintain operational continuity and compliance.
- Review and maintain transport documentation, ensuring proper coordination for inmates requiring transfer to other jurisdictions.
- Coordinate inmate movement, including transfers between facilities, to optimize population management and available housing capacity.
- Maintain and update records management systems, ensuring all legal documents and case updates are accurately processed and documented.
- Reconcile discrepancies and address notifications from external agencies to ensure accurate and up-to-date inmate records.
- Supervise, coach, and evaluate assigned staff; assign work, set priorities, and provide training to promote consistency and accuracy; provide ongoing feedback and initiate corrective action, up to and including dismissal.
- Train, mentor, and support staff in departmental policies, procedures, and job functions to promote efficiency and compliance.
- Provide supervisory oversight during staffing shortages, ensuring critical functions continue without disruption and in accordance with policy.
- Monitor and respond to departmental communications to support the timely resolution of operational and administrative matters.
- Represent the department on internal and external committees, task forces, and interagency initiatives.
- Perform other related duties as required.

## KNOWLEDGE & ABILITIES

- Extensive knowledge of correctional or detention operations and administrative management principles.
- Extensive knowledge of records management principles, including data integrity,

documentation standards, and information control practices.
- Extensive knowledge of applicable laws, regulations, and policies governing correctional operations and confidential recordkeeping.
- Considerable knowledge of inmate classification and population management concepts within a secure facility environment.
- Considerable knowledge of operational reporting, data analysis, and performance monitoring methods.
- Considerable knowledge of management principles and practices.
- Ability to collect, organize, and evaluate data to develop logical conclusions.
- Ability to research, organize, analyze, and evaluate information to develop logical conclusions and accurately present program-related data, reporting, and recommendations.
- Ability to establish program objectives and strategies for a functional or operational area.
- Ability to develop effective work procedures and standards.
- Ability to plan, organize, evaluate, and supervise the work of others.
- Ability to work effectively with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to use a computer and related software.

## SKILLS

- Decision Making
- Interagency Coordination
- Leadership
- Operational Reporting
- Problem Solving

## WORKING CONDITIONS

- Work in and around a detention or correctional environment, with occasional inmate contact.
- May have occasional exposure to explicit or disturbing behavior.
- 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).
- May be required to visit subordinate job sites to visually monitor work/working conditions.
- May work day or night shifts and non-standard hours/days including 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.
- Ten years of experience in correctional, detention, or criminal justice administration, including at least two years in a supervisory or management capacity within a detention environment.

OR

- A bachelor’s degree from an accredited institution of higher education.
- Eight years of experience in correctional, detention, or criminal justice administration, including at least two years in a supervisory or management capacity within a detention environment.

OR

- A master's degree from an accredited institution of higher education with a major in a social work field.
- Seven years of experience in correctional, detention, or criminal justice administration, including at least two years in a supervisory or management capacity within a detention environment.

## 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.