



Pasco Sheriff's Office
POSITION DESCRIPTION



Position Number: 295

Retirement Class Code: HA (Regular Risk)

Class Title: Child Protective Investigator Trainee

Type of Position: Civilian

Pay Grade: H50

1. Workweek: Full-Time (40 hour weekly)

2. FLSA: Non-exempt from overtime

3. EEO Category: 06 (Administrative Support)

4. Department: Child Protective Investigations Division

5. Section/Org Code: 8810

6. Location: County-Wide

7. Job Summary: Under the direction of the Child Protective Investigations Supervisor and Child Protective Investigations Training unit or designee, this position investigates allegations of abuse, abandonment and neglect. Also performs other work as requested.

8. Working conditions: Employee works in a standard office environment, classroom, public forum and in the field.

9. Position reports to: Child Protective Investigator Supervisor or designee

10. Position directly supervises: None

11. Education and Experience: Bachelor's degree from A.C.E. accredited college or university is required. Ability to type at a minimum rate of 40 correct words per minute is preferred. Child welfare experience is preferred. Must maintain a valid Florida driver license at all times. Unescorted CJIS clearance as authorized by FDLE is required.

12. Illustrative duties and responsibilities:

90% DUTY AREAS –Illustrative Tasks: Reports to the Child Protective Investigations Supervisor and Child Protective Investigations Training unit or designee and successfully completes the Florida's Child Welfare field and classroom training. Maintains and enters required information into a certification log to obtain Child Welfare Protective Investigative certification. Engages children and adults in protective investigations while gathering evidence to support or refute allegations. Completes factual and clear documentation in the Florida Safe Families Network. Promptly communicates to their Supervisor conditions or situations which appear important and may cause a child to be unsafe. Takes appropriate steps to ensure child safety, well-being and permanency, to include completing present and impending danger plans, present danger assessments and removals of children from unsafe environments. Prepares required legal documents for both administrative and judicial proceedings. Testifies in court proceedings in a professional and knowledgeable manner. Completes thorough and concise Family Functioning Assessments while accurately identifying potential diminished protective capacities of caregivers. Completes all investigative tasks within the determined timeframes.

10% DUTY AREA –:Illustrative Tasks: Ensures Leaderboard statistics are met. Establishes and maintains a close working relationship with the other CPID members. Facilitates and participates in all staffing and meetings as required. Performs on call duties as necessary.

13. Associated knowledge, skills and abilities:

Knowledge of:

- Knowledge of theories, practice, counseling, social work, investigations, family assessments and professional ethics relating to child protective investigations



Pasco Sheriff's Office
POSITION DESCRIPTION

- Principles of human behavior, learning and techniques of effective communication and listening
- Agency policy and procedures
- Florida State Statutes/Codes and have the ability to apply this knowledge in the reporting process
- Computer Software related to law enforcement functions
- NCIC, FCIC, CJIS, FSFN, Freedom App, OpCenter

Skilled in:

- Handling confidential and sensitive information and issues.
- Organizing, tracking, and maintaining information, data, materials, etc
- Tact and diplomacy
- Interacting positively and effectively with staff of all levels
- Task organization and time management
- Organizing community resources to assist families
- Interacting appropriately with families, community resources, service providers and other child protection professionals
- Typing with the ability to type 40 words per minute without errors
- Operating personal computer, peripheral equipment and assigned software
- Prepare documents, forms, reports and other data as needed
- Plan, organize and bring assignments to completion
- Working under emotional/physical stress due to explicit language in reports as well as observations in the field
- Working under time pressured situations

Ability to:

- Utilize problem-solving techniques
- Clearly speak, understand, read, and write English.
- Conduct group staffing and meetings as required
- Make sound decisions
- Operation of computer related hardware and various software systems in both entry and retrieval of criminal background information
- Evaluate and analyze data
- Possess manual dexterity sufficient to perform required job skills
- Possess short/long term memory
- Apply proper grammatical skills to documents being transcribed
- Work a flexible schedule to include evenings, holidays, weekends and on-call



Pasco Sheriff's Office
POSITION DESCRIPTION



MINIMUM PHYSICAL AND OTHER REQUIREMENTS:

The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 8 hours per day
- Walk up to 8 hours per day
- Occasionally lift up to 30 lbs.
- Occasionally bend, squat, reach, kneel or twist.

Other Requirements:

- 20/40 vision (corrected/uncorrected)
- Ability to hear conversation at a normal level (assisted or unassisted)
- Ability to work shift work

14. Equipment or machines routinely used in this position: Personal computer with mainframe link, peripheral equipment and assigned software; typewriter; telephone; photocopiers; facsimile and calculator

15. Amount and type of supervision position receive: Employee works independently with guidance and supervision from the CPI Supervisor, CPI Training Unit, or designee.

16. Review procedures: Work is reviewed by the CPI Supervisor, CPI Training Unit, or designee. Employee receives a formal, written performance evaluation in accordance with General Order 35.1.

17. Essential Tier Response: Tier 2 – Mission Essential: This position designation is for those that are needed to ensure the continued operations of mission essential functions for the agency. These positions are not in leadership or specialized capabilities, but provide limited logistical support to operations. This position designation supports requirements other than immediate emergency response and organizational leadership.

18. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are estimated annual averages and as such are subject to periodic fluctuations. This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

THE PASCO SHERIFF'S OFFICE IS A DRUG-FREE WORKPLACE