



Hillsborough County FL Sheriff's Office

Job Title

General Manager II (Crime Scene)

Pay Scale

\$29.65-\$51.11 Hourly; \$61,672.00-\$106,310.78 Yearly

Starting Salary

\$29.65 Hourly; \$61,672.00 Yearly

Job Schedule (Subject to Change)

Non-standard hours including nights, weekends, and holidays.

Job Location (Subject to Change)

Main office in Falkenburg Road area. Assignments in various locations throughout Hillsborough County.

Exempt

No

Probation

Twelve-month probationary period

Job Overview

Perform operational managerial duties for the Crime Scene Section within the Hillsborough County Sheriff's Office with responsibility for planning, coordinating, and supervising multiple professional level staff members.

Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Manage the operations of the Crime Scene Section and coordinate and administer assigned programs and resources.



- Respond to calls for service and process crime scenes for trace evidence including DNA, hairs, fibers, biological evidence, latent prints, photographs and collection of human tissues or fluids, chemicals or materials that may have carcinogenic or biological hazardous health-damaging properties.
- Map scenes and cast tire and footwear impressions.
- Perform aerial photography.
- Handle loaded weapons and sharp objects.
- Fingerprint deceased persons and examine for trace evidence.
- Integrate HCSO's strategic plan into functional and/or operations, programs, and practices.
- Supervise and direct the activities of Crime Scene Investigators in achieving established organizational goals and objectives; coordinate functions; assign, monitor, and review work; evaluate performance and initiate corrective action as needed, including termination.
- Review and proactively act on operational problems.
- Set performance standards and operational goals for assigned functional area; implement goals, objectives, policies, and procedures for assigned organizational units.
- Interpret, explain, and ensure compliance with program requirements, regulations, and procedures, and provide consultation to customers on matters relating to functional area.
- Determine funding requirements, monitor status of allocated funds, and control expenses.
- Assess staffing needs and identify shortfalls; interview, recruit, and hire new staff.
- Provide regular communication to subordinate staff, management, executives, and external agencies and departments regarding status of operations or programs.
- Serve as representative on task forces and committees.
- Perform other related duties as required.

Knowledge, Skills, and Abilities

- Considerable knowledge of the principles and practices of management.
- Considerable knowledge of the functions, services, activities, requirements, and objectives of the Crime Scene Investigators and the Crime Scene Section
- Knowledge of federal, state, and local regulations pertaining to assigned functional area.
- Skill in applying existing guidelines and in creating new approaches to develop and modify work plans, methods, and procedures for the work unit or function.
- Knowledge of weapons.
- Ability to climb ladders and carry equipment.
- Ability to establish and maintain constructive and cooperative interpersonal relationships with staff, peers, management, and local stakeholder groups to accomplish department's mission.
- Ability to communicate effectively, both orally and in writing in order to present information and prepare a variety of reports.
- Ability to identify relationships that explain facts, data, or other information and make correct inferences or draw accurate conclusions.

Minimum Qualification(s)

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

A high school diploma or possession of a GED certificate; and

Seven years of experience directly related to crime scene investigation, four of which must have been in a supervisory capacity.

OR



An associate's degree from an accredited college or university; and
Six years of experience directly related to crime scene investigation, three of which must have been in a supervisory capacity.

OR

A bachelor's degree from an accredited four-year degree granting college or university; and
Four years of experience directly related to crime scene investigation, two of which must have been in a supervisory capacity.

OR

A master's degree from an accredited college or university; and
Three years of supervisory experience directly related to crime scene investigation.

Preferred Qualifications

One year of experience performing in a supervisor capacity on major crime scenes.

One year of experience approving and editing crime scene reports.

One year of experience assigning follow up investigations in relation to crime scenes.

One years of experience training new crime scene investigators.

Additional Requirements

- Depending on area of assignment, incumbents may be required to possess various licenses or certifications at time of hire or within the probationary period, or obtain them within a specified period of time after hire or appointment to the classification.
- Depending on area of assignment, incumbents 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. Tattoos on hands, neck, or arms must be covered with white, black, or neutral colored covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 24 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a 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 criminal background investigation including polygraph, reference/employment/neighborhood checks, medical evaluation, and drug screening.

Benefit Information

Benefits include but are not limited to:

- Medical, Dental, Vision, and Life Insurance coverage
- Florida Retirement System and Deferred Compensation
- Paid time off including sick, vacation, and holiday time
- Employee Assistance Program
- Short and Long Term Disability Insurance
- Employee incentives for educational degrees and bilingual (Spanish) abilities
- Tuition reimbursement

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- Paid training

Keywords: 911 Operator, Agent, Bailiff, Cadet, Correctional Officer, Corrections, Court, Criminal Justice, Criminology, Deputy, Detective, Detention, Dispatch, Emergency Responder, First Responder, Forensic, Government, Guard, Inspector, Intelligence, Investigation, Investigator, Jail, Law Enforcement, Patrol, Police Officer, Probation, Protection, Protective, Public Safety, Recruit, Security, Sheriff, Specialist, Telecommunicator, Trainee