



## Seminole County Sheriff's Office

### CAD COORDINATOR

Class Spec Code: 1060  
Established Date: 10/14/2020  
Last Revised Date: 01/10/2022  
Effective: 11/18/2022

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#### Salary Range

\$19.97 - \$29.96 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

Technical work in the deployment of the Computer Aided Dispatch system for use by Sheriff's Office personnel.

#### 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.**

Acts as Computer Aided Dispatch (CAD) system administrator. Maintains GEO files, address, and personnel files in the XCAD system.

Coordinates and facilitates communication between the Sheriff's Office and the Address Committee of Seminole County. Active member of the Address Committee.

Develops and maintains geographic information database. Maintains address file database.

Confers with user department to determine needs and to review operational difficulties. Provides technical support to users as required.

Performs special database searches as requested, performs trouble-shooting activities as required.

Serves as a liaison to various committees as assigned.

Performs other duties as assigned or deemed necessary to ensure the efficient and effective performance of job functions as outlined.

#### Minimum Qualifications

- Bachelor's Degree in Computer Information Services, Computer Science, or related field
- Consideration may be given to equivalent combination of related training, education and experience
- Related training in the area of computer aided dispatch systems preferred
- Must have extensive knowledge of SITUS and Block range-mapping systems
- 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.

Extensive knowledge of computer applications such as Microsoft Office (Access/Excel) and Computer Aided Dispatch systems. Extensive knowledge of geographic information within Seminole County. Applicants should be familiar with, and able to query SQL database.

Ability to interpret workflow charts, programming problems, and understand a variety of computer applications. Ability to work independently with little supervision. Ability to present ideas clearly and concisely, both orally and in writing. Ability to establish

and maintain effective working relationships with departments, co-workers, and end users.

#### **WORKING CONDITIONS**

The work environment is generally in an office atmosphere. The incumbent performs most illustrative duties in a sedentary position. Work is generally performed during normal business hours although some overtime may be required.

#### **PHYSICAL ATTRIBUTES REQUIREMENTS**

**Mobility**-Mostly sedentary work and constant use of a computer

**Visual**-Constant eye-hand coordination; frequent reading/close-up work

**Dexterity**-Frequent repetitive motion and reaching

**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