



## Seminole County Sheriff's Office

### CIVIL PROCESS ANALYST I

Class Spec Code: 1050

Established Date: 08/22/2019

Last Revised Date: 01/19/2022

Effective: 01/19/2022

#### Salary Range

\$16.33 - \$26.17 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Professionals

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Specialized data entry in auditing, processing, maintenance of civil process and compilation of related reports.

#### 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 functions and responsibilities as deemed necessary.**

Receive, enter, complete financial transactions and properly distribute civil process received from the various Clerk of Courts in Florida, attorneys and other jurisdictions/agencies for service in Seminole County.

Maintain files and records of court documents. Properly prepare and distribute court returns of service.

Complete daily deposits on behalf of the Seminole County Sheriff.

Compile various reports on a daily and weekly basis to include statistical data.

Properly document/control distribution of payments or auction fees. Prepare and maintain files for Sheriff's Sales (auction) to ensure accurate financing accountability per Florida Statutes.

Enter and maintain entries of the various types of protective orders into NCIC/FCIC, CAFÉ, Civil Serve and other required databases.

Coordinate with the various Clerks of Court within the State of Florida and other law enforcement agencies for the receipt and entry of Injunction related court process and Ex Parte Marchman or Baker Act court orders into multiple databases.

Compile biographical data using multiple databases and other sources to provide information to enforcement personnel and Civil Process Officers to assist in the location of persons who are the subject of Ex Parte or Injunction related orders.

Validate all Final Injunctions entered by the Seminole County Sheriff's Office on a monthly basis as required by the Florida Department of Law Enforcement.

Answer telephone calls, respond to email correspondence and interact with the public. Answer related inquiries from the public, agency personnel, and agency partners.

Perform the retrieval and storage of court documents, internal filing, accounting and other duties as required or as may be necessary for the efficient and effective performance of the position.

#### Minimum Qualifications

- Bachelor's Degree and one (1) year clerical experience; or an equivalent combination of related training and experience
- Ability to type at least 35 correct wpm
- Must possess and maintain a valid Florida Driver License
- Must be able to become full access NCIC/FCIC certified and Notary Public certification within six (6) months of employment

#### 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.

Fluent in English, spelling, and punctuation. Follow oral and written instructions. Present ideas clearly and concisely, both orally and in writing. Make decisions based on factual data. Ability to work independently to achieve accurate and timely results. Adhere to prescribed routines, practices, and processes.

Proficient in modern office practices and procedures related to data entry, accounting practices and principles, Microsoft Office or other computer related programs.

Maintain detailed and accurate financial records in addition to maintaining effective filing procedures.

Communicate effectively with Departments/Sections within the Seminole County Sheriff's Office, outside agencies and the public.

Organize and collect data to prepare accurate reports, summaries, and tabulations.

Maintain confidential records and reports.

#### **WORKING CONDITIONS**

The work environment for this position is in an office atmosphere. The position is a sedentary position primarily; walking is limited. Lifting of less than 25 lbs. may be required. On occasion, the position will require personnel assigned to this position to accompany a Civil Detective into the field to assist in documenting Levy/Replevins. Work is performed during normal business hours.

#### **PHYSICAL ATTRIBUTES REQUIREMENTS**

**Mobility** – Mostly sedentary work but some standing and walking; constant use of a computer

**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 assignments may require working weekends, nights and/or occasional overtime.