



Seminole County Sheriff's Office

CLASSIFICATION SPECIALIST

Class Spec Code: 1040
Established Date: 10/14/2020
Last Revised Date: 01/12/2022
Effective: 11/18/2022

Salary Range

\$16.50 Hourly

Bargaining Unit

N/A

EEO

EEO4-Administrative Support

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

Yes

General Description

Specialized clerical work researching criminal histories for classification/housing purposes, coordinating inmate work programs at the John E. Polk Correctional Facility, and pretrial intervention services.

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.

Researches criminal histories to determine proper housing classification within prescribed guidelines; to determine an inmate's suitability for trusty status. Performs NCIC/FCIC and criminal history research verifications as required. Maintains computer tracking databases for trustees and pre-trial intervention services.

Interviews inmates prior to initial appearance before the Courts; provides inmates with information regarding initial appearance process. Accompanies inmates to initial appearances in Court; attends pre-court conferences in Judge's Chambers. Reviews court docket for accuracy; prepares necessary paperwork for those inmates diverted to the pre-trial release program; informs inmates about the pre-trial release program and their responsibilities under said program; prepares case file on each inmate.

Coordinates and schedules various public works programs/activities utilizing inmates. Works closely with City and County representative to review proposed work sites, develop schedules, and order supplies in the implementation of programs.

Prepares statistical information/reports, tables, and charts related to inmate work programs.

Answers telephone inquiries regarding various Sheriff's Office inmate programs.

Minimum Qualifications

- High School Diploma/GED; Associate's Degree preferred
- Four (4) years responsible work experience in criminal justice field
- Consideration may be given to equivalent combination of related training, education and experience
- Must be able to type 30 correct words per minute
- Must be able to obtain FCIC/NCIC certification within six (6) months of employment
- 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.

Knowledge of criminal justice programming. Ability to work independently in carrying out assignments to completion; to make decisions based on factual data; to present ideas clearly and concisely, both orally and in writing. Ability to establish and maintain

effective working relationships co-workers, interagency personnel, and the general public.

Skill in the use of computers and Microsoft Office.

WORKING CONDITIONS

The work environment for this position is generally in an office atmosphere. This position has direct inmate contact and works within the confines of a detention facility.

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-Potential contact with hostile individuals; direct inmate contact, exposure to emergency situations; frequent public contact; decision-making and concentration

Special Requirements-Ability to behave respectably and with utmost integrity even when off duty. Shift work (days or nights) with rotating days off including working weekends, nights, holidays, and/or overtime; May be required to respond for any critical incident, manmade or natural