



Seminole County Sheriff's Office

CHILD SERVICES ASSISTANT

Class Spec Code: 1030
Established Date: 10/14/2020
Last Revised Date: 01/12/2022
Effective: 11/18/2022

Salary Range

\$15.00 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

No

General Description

Routine work in the transportation of children and various other duties in support of the Child Protection Division.

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.

Provides transportation for children in or seeking shelter placement to various locations. Assists staff in making arrangements for various services as required.

May assist children with personal hygiene.

Prepares and maintains logs and records of client delivery as required.

Conducts follow-up telephone calls to service providers as required.

Picks up or delivers records, files, and supplies as needed.

Minimum Qualifications

- High School Diploma or GED
- Three (3) years progressively responsible work experience dealing with children
- Consideration may be given to equivalent combination of related training, education and experience
- Must possess and maintain a valid Florida Driver's License and demonstrate good driving habits

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include schedules work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of local geography.

Ability to effectively and appropriately handle and control young children; work independently without constant supervision; communicate effectively; establish and maintain effective working relationships.

Ability to demonstrate ethical and professional behavior; to recall facts and/or information; describe persons, things, and/or events.

Ability to work under conditions that may involve scenes of graphic violence.

Ability to read and understand map book and/or directions.

WORKING CONDITIONS

The work environment for this position is split between an unmarked non-emergency vehicle and an office atmosphere. The incumbent drives a vehicle and transports children in a secure manner. Must be available for frequent after hours on-call duty for

the removal of children from the home; the incumbent may be assigned a take home vehicle.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Frequent standing and/or sitting for extended periods of time, walking for extended periods of time, stooping, bending, climbing stairs, required to drive an agency vehicle; constant use of a computer

Lifting-Able to lift 25 pounds

Visual-Constant overall vision; constant color perception, constant eye-hand coordination; frequent reading/close-up work; constant field of vision/peripheral

Dexterity-Frequent repetitive motion and reaching

Hearing/Talking-Constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio

Emotional/Psychological- Potential contact with hostile individuals; exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration

Special Requirements-Ability to behave respectably and with utmost integrity even when off duty. May be assigned 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

Environmental- Exposure to varied weather conditions