



Seminole County Sheriff's Office

EXTRADITION COORDINATOR

Class Spec Code: 1060
Established Date: 10/14/2020
Last Revised Date: 01/12/2022
Effective: 11/18/2022

Salary Range

\$19.97 - \$29.96 Hourly

Bargaining Unit

N/A

EEO

EEO4-Paraprofessionals

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

Yes

General Description

Specialized work in the coordination of extradition paperwork for prisoners to and from Seminole County.

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.

Process all legal documents and associated paperwork for the extradition process. Maintains Certified Warrant files, Florida Active Warrant files, and Out-of-State Warrant files. Secure certified warrants and other information from Sheriff's Administrative Offices and the Warrants Section as needed.

Maintain status as Deputy Clerk of the Court and certify court paperwork as need for Extradition and Transportation Offices.

Receive warrant information; send requests to the SAO for extradition approval; initiate arrest by calling, faxing, or teletyping appropriate law enforcement agencies.

For subjects who waive extradition, prepares transportation packet for transportation pick up. For subjects who refuse to waive extradition, prepares Governors Warrant request packet for the State Attorney's Office.

Attend court for subject arrested in Seminole County for other states. Prepares waivers for the Judge and subject if subject waives extradition. Maintain records of Seminole County extraditions and forward information to the State Attorney's Office and Clerk's Office for record closure. Coordinate pick up of wanted subjects between the states and the Correctional Facility. Mail copies of each extradition handled by Seminole County to the State of Florida Office of the Governor.

Receive and process information regarding subjects living in our jurisdiction that are wanted in other states. Assign appropriate personnel to initiate the arrest. Insures the requesting state is provided with arrest information..

Acts a liaison between Sheriff's Offices, State Attorney's Offices, Courts, and other jurisdictions involved in the extradition process.

Verifies fugitive identity; Interviews fugitives to advise them of the extradition process.

Records law enforcement intelligence information and conveys same to other appropriate deputy sheriffs and other criminal justice agencies.

Minimum Qualifications

- Associate's Degree in Criminal Justice or related field; Bachelor's Degree preferred
- Two (2) years responsible experience in the judicial or criminal justice system; or an equivalent combination of related training and experience
- Must be NCIC/FCIC certified or have the ability to become certified within three (3) 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.

Extensive knowledge of judicial process and associated state statutes.

Ability to demonstrate ethical and professional behavior. Ability to analyze information or situations, synthesize information and/or circumstances, solve problems, recall facts and/or information, and describe persons, things, and/or events. Ability to read and comprehend information, speak clearly and distinctly, and prepare written reports.

WORKING CONDITIONS

The work environment for this position is generally in an office atmosphere. This position does have direct inmate contact and is assigned to the John E. Polk Correctional 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. The work is generally performed during normal business hours but may include working weekends, nights, holidays, and/or overtime; May be required to respond for any critical incident, manmade or natural.