



Seminole County Sheriff's Office

HUMAN RESOURCES ANALYST I

Class Spec Code: 1050

Established Date: 10/14/2020

Last Revised Date: 01/12/2022

Effective: 01/12/2022

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

Yes

General Description

Specialized work in support of the recruitment, applicant intake, and maintenance of employee personnel files. Work is reviewed through observation and results obtained. Specific job duties determined by assignment.

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.

Specialized work in support of the recruitment, applicant intake, and maintenance of employee personnel files.

Assists with preparing criminal background investigations and assimilates information from multiple sources into a comprehensive package.

Assists with assembling, compiling, and presenting data and reports. Assembles statistical information as required. Collects, compiles, and distributes information from CAFÉ, CAD History, and other local databases.

Answers incoming calls and responds to emails and general inquiries. Furnishes personnel, applicants and general public with related information.

Accepts employment applications and enters them into the applicant database. Gives typing tests as required.

Scans personnel files, payroll files, training files, and other related documents into electronic database. Maintains filing systems.

Performs fingerprinting for applicants and the general public using LiveScan technology and ink.

Coordinates the retrieval and storage of division records.

May act as a liaison for the agency or division; may serve as an active participant in recruitment events.

Minimum Qualifications

- Bachelor's Degree
- Two (2) years' experience in a personnel office environment; or an equivalent combination of training and experience
- Ability to type at prescribed rate of speed
- Ability to become NCIC/FCIC certified within six (6) months
- 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 business English, spelling, punctuation, and modern office practices and

procedures; of Microsoft Office applications.

Considerable ability to work independently to achieve accurate and timely results. Ability to maintain detailed accurate records and effective filing systems; to communicate effectively with Departments/Divisions, outside agencies, and the general public.

WORKING CONDITIONS

The work environment is generally in an office atmosphere. Work is generally performed during normal business hours although some overtime may be required.

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;