



Seminole County Sheriff's Office

INTAKE RELEASE SPECIALIST

Class Spec Code: 1040
 Established Date: 10/14/2020
 Last Revised Date: 01/12/2022
 Effective: 04/08/2022

Salary Range

\$14.85 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

Clerical work in the intake and release of inmates at the John E. Polk Correctional Facility.

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.

Maintains filing systems on inmates including data entry of inmate arrest information (charges, court dates, personal information, bond amounts) and insures that inmate arrest paperwork is in order with correct number of copies, confirmation, tickets, and bond amounts. Distributes arrest packages to court clerk, state attorney, and programs.

Enters Court Proceedings including minutes of first appearance, arraignment, and trial. Prepares court listing of inmates going to court and distribute to posts.

Prepares inmate paperwork for release through verification of EOS (if sentence has been completed), FCIC II, Warrants, and holds. For state interface process, retrieve and answer in coming state interface messages from outside local, county, state or federal agencies.

Answers telephone calls from the public and provides routine information regarding status of inmates.

Reviews all arrest affidavits for accuracy and proper distribution.

Minimum Qualifications

- High School Diploma/GED; Associate's Degree preferred
- Three (3) years experience in a secretarial or data entry environment; or an equivalent combination of related training and experience
- Must be able to type at the prescribed rate of speed
- Must be able to become NCIC/FCIC certified 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 FCIC/NCIC operations; of business English, spelling, punctuation, and modern office practices and procedures to include record keeping and some accounting skills; of personal computers used in an office environment.

Ability to work independently in carrying out assignments to completion; to make decisions based on factual data; to establish and maintain effective working relationships with co-workers, interagency personnel and the general public; to work with detailed information.

WORKING CONDITIONS

The working environment for this position is in a confined office setting within the correctional facility. The position has direct inmate contact.

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.