



Seminole County Sheriff's Office

JUDICIAL SPECIALIST

Class Spec Code: 1040

Established Date: 10/14/2020

Last Revised Date: 11/04/2022

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

Under supervision of a Program Coordinator, this position is responsible for entering each day's court minutes, and attending initial appearance court hearings, to include, but not limited to, answering public inquiries, interacting with the Clerk of the Court, the State Attorney's Office, and the Public Defender's Office.

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.

Retrieves inmate files for court hearings.
Enters a variety of simple and complex court documents including, court releases, court remands, jail and prison sentences.
Researches case information from the

Clerk of Court to ensure inmates case status is accurate and in accordance with their booking file.

Enters and computes jail sentence for county sentenced inmates. Creates and distributes the daily inmate sentenced list. Communicates with the Department of Corrections for prison sentences that may equate to time served once credit is applied

Acts as liaison between the Clerk of Court and the Department of Corrections delivering and picking up a variety court documents and prison commitments. Attends Initial Appearance Court, calculates inmates time served and researches detainer status for the court. Updates court docket during court proceedings.

Reviews and distributes the final docket to staff and bail bond agents.

Answers telephone calls from the public and within the agency providing routine information regarding status of inmates.

Performs other duties as assigned or as may be necessary in the efficient and effective performance of the position functions.

Minimum Qualifications

- High School Diploma/GED; Associate's Degree preferred
- Two (2) year's clerical experience; or experience working in a law enforcement, court, district attorney, corrections environment, or law office with responsibility of identifying, processing,

and preparing a variety of legal papers associated with court actions

- Consideration may be given to equivalent combination of related training, education and experience
- Must be able to type 30 correct words per minute
- 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 General Orders, Policies and Procedures with the ability to read, interpret, and follow procedural and policy manuals;

Ability to use a variety of office and computer equipment and related software to complete job requirements. Time management skills to prioritize and process court minutes accurately in a timely manner. Ability to communicate effectively both orally and in writing.

Ability to identify and analyze problems and develop effective responses and solutions. General comprehension skills to understand plans and concepts and translate such plans into actions, both verbally and in writing. Ability to efficiently organize, prioritize, schedule and manage daily work activities, tasks and special assignments. Ability to establish and maintain effective working relationships

with co-workers, other Sheriff's Office staff members, and outside agencies.

WORKING CONDITIONS

The working environment for this position is in an office setting and court room within the correctional facility. Work is generally performed in a sedentary position. This position generally works normal business hours. This position may have limited inmate contact.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Some sedentary work but some standing and walking; constant use of a computer

Lifting-Able to lift 25 pounds

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