



Seminole County Sheriff's Office

JUDICIAL SERVICE OFFICER

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-

Service/Maintenance

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

Yes

General Description

Non-sworn law enforcement work collecting information where no criminal suspects or offenders are on the scene. Generally assists with building security and monitoring of the computerized security system.

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.

Prepares Cafe reports and collects detailed statements from victims and witnesses.

Monitors CCTV and assists deputies within Judicial and Corrections using a radio and Elis Software.

May assist with security in the absence of the Building Service Officer.

Minimum Qualifications

- High School Diploma or GED
- One (1) year of work experience in a position, which involves extensive public contact or law enforcement related duties preferred
- 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 criminal justice system and associated terminology.

Ability to establish and maintain an effective working relationship with supervisor, co-workers, and the general public; to communicate effectively both verbally and in writing; to follow instructions and to work independently as required.

Skill in report writing and have a good working knowledge of computers and work related programs, such as Café, Mobile CAD, and TUCSON.

Ability to deal with the general public in adverse situations, exercising a high degree of tact, diplomacy, and persuasion

and the ability to use good judgment in seeking compliance.

WORKING CONDITIONS

The work environment for this position is normally within an office environment. The use of a radio and the MCT (Mobile Computer Terminal) may be necessary.

PHYSICAL ATTRIBUTES

REQUIREMENTS

Mobility - Frequent sedentary work, some standing, walking, stooping, bending, climbing stairs, driving; constant use of a computer or video monitor

Visual - Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Hearing/Talking - Requirement to hear normal speech; hearing on telephone and radio; talking on telephone/radio or during presentations

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

Environmental - Normally an office environment