



Seminole County Sheriff's Office

RECORDS SPECIALIST

Class Spec Code: 1040
 Established Date: 10/15/2020
 Last Revised Date: 01/12/2022
 Effective: 01/12/2022

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

Specialized clerical work typing, filing, data entry and performing varied office duties for Records.

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.

Data entry of traffic accidents and summons/subpoenas as well as other Records paperwork.

Establishes and maintains filing systems for Records paperwork.

Acts as a receptionist and answers telephone calls. May answer routine questions regarding public records requests.

Serves as a liaison between the Sheriff's office and citizens by providing customer service for the Records window and responding electronically to incoming email or faxed public records requests.

Reviews reports for proper Uniform Crime Reporting (UCR) coding.

Processes court ordered seal and expungement orders including juvenile civil citations.

Processes and redacts all public record request according to Florida Statute.

Minimum Qualifications

- High School Diploma or GED
- Three (3) years' experience in a secretarial environment; or an equivalent combination of related training and experience
- Read and comprehend legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons, and other legal writs
- Must be able to become N/FCIC and DAVID 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.

Extensive knowledge of Florida Statute 119.071. Knowledge of FCIC/NCIC, Café and Jail Management operations; of word processing and database software packages particular to the division/unit assigned; of business English, spelling, punctuation, arithmetic, and modern office procedures.

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 and interagency personnel; to type 35 correct words per minute.

Skill in typing correspondence, reports, and summaries according to procedures appropriate to the division/unit assigned.

WORKING CONDITIONS

The work environment for this position is in an office atmosphere. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Mostly sedentary work but some standing and walking; constant use of a computer; May be required to drive an agency vehicle

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.