



Seminole County Sheriff's Office

RECORDS SPECIALIST

Class Spec Code: 1040

Established Date: 10/15/2020

Last Revised Date: 02/11/2021

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

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.

Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; faxes or mails information as necessary.

Provides clerical support and assisting the public; does related work as required including providing notary services to members of the staff and public.

Performs basic data entry functions and queries via computer; public record request response in conjunction with GOVQA (Public Record Portal) processing and entries.

Traffic accident queries in TRACS software system and downloads from TRACS to agency RMS (Records Management System- Cafe).

Confidential Database query and entries.

Query, locate and label videos for SAO (State Attorneys Office) requests using Backend Client and Panasonic Systems.

Receives money at front desk and issues receipts for copies of accident reports and case reports, fingerprinting fees, and other miscellaneous fees utilizing a cash register.

Daily cash register reconciliation.

Prepares and/or generates routine forms, reports and other documentation via computer. Assists with validation letters.

Minimum Qualifications

- High School Diploma/GED; Associate's Degree preferred
- Three (3) years' experience in an office environment
- Consideration may be given to equivalent combination of related training, education and experience
- 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.

Knowledge of basic office software, verbal and written communication skills, organizational and time management skills are desired. Ability to learn the agency signals and codes as used in reports and cad events is necessary.

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.

Upon being hired, must complete the following courses or equivalent course:
Computer Applications, Business

Communications and Administrative Office Procedures.

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