



## Seminole County Sheriff's Office

### SR HUMAN RESOURCES SPECIALIST

Class Spec Code: 1050

Established Date: 06/07/2023

Last Revised Date: 08/25/2023

Effective: 08/25/2023

#### Salary Range

\$18.15 - \$27.23 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

No

#### General Description

General technical, analytical or professional administrative work in support of the Human Resources Division.

#### Typical Duties

Provides a variety of services to the Human Resources Division.

Maintains the necessary files and records to insure access to desired information.

Files can include administrative files, statistical information and other materials related to office functions.

Analyze or assembles data, prepares letters, notices, reports and other correspondence from draft documents and/or edited reports.

As required, assists with clerical duties throughout the office including badge printing and new hire orientation.

Utilizes division/department specific software to assist, gather, investigate and/or compile information for the assigned division or section.

Routes telephone calls, answers inquiries and processes complaints from the general public, providing assistance in resolving various problems and referring matters as appropriate.

Coordinates and/or schedules meetings, conferences, and appointments as needed for assignment.

Scanning of documents into different software systems and maintenance of employee files.

Prepares confidential documents as required.

Performs all other duties as assigned or required.

### **Minimum Qualifications**

- Five (5) years of continuous service at SCSO as a Human Resources Specialist
- Must have Meets Standards or higher overall on the most recent Performance Evaluation
- Must have no verbal or written reprimands within the last year to include formal corrective action plans
- 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 Microsoft Office applications, business English, spelling, punctuation, arithmetic, modern office practices and procedures, including record-keeping methods; of all SCSO computer programs such as Café, SCSONet, MICAD, TUSCON and ability to become FCIC/NCIC certified if needed for assignment.

Ability to maintain confidential information; to work independently and with little supervision on a variety of complex issues; to research, organize, and prepare accurate reports, summaries, and/or tabulations; to meet with and maintain effective working relationships with other departments, agencies, offices, and the general public.

### **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. Some assignments may be within the confines of a correctional facility, have direct contact with inmates or prior inmates, and/or be subject to an "on call" status.

### **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*** - 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