



## Seminole County Sheriff's Office

### SR CLASSIFICATIONS SPECIALIST

Class Spec Code: 1050

Established Date: 05/03/2023

Last Revised Date: 05/08/2023

Effective: 05/17/2023

#### 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

Yes

#### General Description

Specialized clerical work researching criminal histories for classification/housing purposes, coordinating inmate work programs at the John E. Polk Correctional Facility, and pretrial intervention services.

#### 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.***

Researches criminal histories to determine proper housing classification within prescribed guidelines; to determine an inmate's suitability for trusty status. Performs NCIC/FCIC and criminal history research verifications as required. Maintains computer tracking databases for trustees and pre-trial intervention services.

Interviews inmates prior to initial appearance before the Courts; provides inmates with information regarding initial appearance process. Accompanies inmates to initial appearances in Court; attends pre-court conferences in Judge's Chambers. Prepares necessary paperwork for those inmates diverted to the pre-trial release program; informs inmates about the pre-trial release program and their responsibilities under said program; prepares case file on each inmate.

Coordinates and schedules various public works programs/activities utilizing inmates. Works closely with City and County representatives to review proposed work sites, and develop schedules.

Prepares statistical information/reports, tables, and charts related to inmate work programs.

Answers telephone inquiries regarding various Sheriff's Office inmate programs.

Assist with training of new Classification Specialists and any additional duties assigned by Supervisors.

### **Minimum Qualifications**

- Five (5) years of continuous service at SCSO as a Classifications 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.

Knowledge of criminal justice programming. Ability to work independently in carrying out assignments to completion; to make decisions based on factual data; to present ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships co-workers, interagency personnel, and the general public.

Skill in the use of computers and Microsoft Office.

## WORKING CONDITIONS

The work environment for this position is generally in an office atmosphere. This position has direct inmate contact and works within the confines of a detention facility.

## 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***-Potential contact with hostile individuals; direct inmate contact, exposure to emergency situations; frequent public contact; decision-making and concentration

***Special Requirements***-Ability to behave respectably and with utmost integrity even when off duty. Shift work (days or nights) with rotating days off including working weekends, nights, holidays, and/or overtime; May be required to respond for any critical incident, manmade or natural