

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



COURT PROCESSING TECH

JOB CODE: 61060	PAY GRADE: 8	PAY RANGE: \$30,600 - \$48,960
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GENERAL DESCRIPTION

Under the direction of a supervisor, performs work of a responsible and routine nature related to processing civil, non-enforceable writs or warrants. Job duties include handling a large volume of requests for information regarding civil actions or warrants. Work problems involving important departures from standard policies and procedures are reviewed with a supervisor for final decision. Work is reviewed through observation, results obtained, conferences, and periodic reports or evaluations. Duties are based on assignment. **Shift work is required.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Process all non-enforceable writs on computer for service and assigned by geographic area;
- Proofreads and maintains records, files and other written documents pertinent to the assignment; including subpoenas, non-enforceable writs, returns of service, worksheets; makes adjusting entries and prepares documents
- Receive funds and generate receipts;
- Assist various law enforcement and court personnel and the general public with routine questions in person, via phone, and/or written correspondence
- Design and type form letters and other routine correspondences from copy, rough draft, or general instructions
- Maintains records, files, reports and other written and statistical data pertinent to the assignment;
- Process warrants and pick-up orders
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.



QUALIFICATIONS

- High School Diploma or G.E.D.
- Two (2) years clerical experience
- A score of 75% on a basic skills test
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of General Orders, Policies and Procedures and the ability to apply an understanding of such knowledge in the performance of job responsibilities
- Ability to use a variety of office and computer equipment and related software to complete job requirements
- Time management skills
- Ability to efficiently organize, prioritize, schedule and manage daily work activities, tasks, and special assignments
- Inter-personal skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, reach, kneel, and/or twist