

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## COURT PROCESSING SPECIALIST

<b>JOB CODE: 60066</b>	<b>PAY GRADE: 10</b>	<b>PAY RANGE: \$37,733 - \$60,374</b>
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### GENERAL DESCRIPTION

Under the general direction of a supervisor, performs complex specialized clerical work with considerable responsibility related to processing civil and enforceable writs, warrants, and domestic violence injunctions. Requires the application of judgment based on knowledge gained through experience; more difficult questions or problems are reviewed with a supervisor for final decision. Assignments are made orally or in writing. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Prepares enforceable processes to agency policies, state statutes, and the court's discretion
- Oversees and monitors levy operation
- Coordinates all aspects relating to Sheriff's sales
- Enters enforceable documents
- Provides information relating to the processing and execution of writs to agency members, attorneys, and the general public in person, via phone, and/or through written correspondence
- Receives funds and generates receipts
- Prepares and maintains extradition files
- Maintains court calendar for extradition hearings, status checks, waivers, etc.
- Processes warrants by calculating transport costs, placing and cancelling detainers, and handling recall requests
- Maintains records, files, reports and other written and statistical data pertinent to the assignment
- Designs and types form letters and other routine correspondence
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed

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- 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 graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U.S. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- Three (3) years' clerical experience
- Data entry accuracy score of 80%
- Typing speed of 25 wpm
- Ability to obtain an NCIC/FCIC certification within 90 days of employment
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to use a variety of office and computer equipment and related software to complete job requirements
- Knowledge of specific rules, policies and regulations governing the processing of civil and enforceable writs, warrants, and domestic violence injunctions
- Time management skills
- Interpersonal skills
- Ability to provide information correctly and concisely; orally and in writing
- Ability to rapidly acquire a thorough knowledge of the fiscal and procedural regulations applicable to the assignment
- Computer skills to retrieve information from various information systems and software programs
- Problem solving/decision making 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 20 lbs.
- Occasionally bend, squat, reach, kneel and twist