

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## ARCHIVE RECORDS SPECIALIST

<b>JOB CODE: 61052</b>	<b>PAY GRADE: 09</b>	<b>PAY RANGE: \$35,748 - \$57,196</b>
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### GENERAL DESCRIPTION

Under the supervision of the Records Manager, performs independent, responsible and moderately difficult, routine work pertaining to public records archiving and requests. Work also serves as the liaison between Pinellas County Sheriff's Office and the Division of Library and Information Services for the State of Florida and performs technical clerical activities. The incumbent makes work decisions based on experience and knowledge, but refers the more difficult and complex problems to the Records Manager for decision. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responds to requests from various areas for archived records information;
- Assist records division with overflow duties as needed;
- Organizes and maintains archived paperwork and ensure they are destroyed properly according to the state schedule;
- Ensures bin locations and boxes are logged correctly and the spreadsheet is updated daily;
- Assists agency records liaisons with determining proper destruct dates, verifying the proper schedule, and conducting the proper research for the liaisons when necessary;
- Communicates with the liaisons during all phases of the destruct process;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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 work.

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

- Graduation from an accredited college or university with an Associate's Degree in Business Administration, Public Administration, Criminal Justice or related field AND one (1) year related experience, OR
- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education AND three (3) years' related experience
- An accuracy score of 80% on data entry
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to safely operate a powerlift for placement of archive boxes and other equipment and instruments utilized in meeting the job requirements
- Ability to safely operate an agency van to transport destruct files to various locations
- Knowledge of software programs and equipment used to digitize archived records
- Ability to work independently
- Ability to effectively communicate with the public, other agencies, and staff
- Ability to multi-task and prioritize work assignments
- Considerable knowledge of modern office business equipment and computer operations practices and procedures
- Knowledge of state statutes, laws, and ordinances, specifically as it pertains to archiving and destroying public records
- Ability to complete accurate work while meeting deadlines
- Ability to keep good records
- Time management, organizational, and problem solving skills
- Strong attention to detail
- Ability to effectively and courteously interact with the public and fellow members
- 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 3 hours per day
- Stand up to 3 hours per day
- Walk up to 3 hours per day
- Occasionally lift up to 50 lbs.
- Occasionally bend, squat, or reach