

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



CASE ASSIGNMENT TECH

JOB CODE: 61020	PAY GRADE: 8	PAY RANGE: \$32,463 - \$51,941
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GENERAL DESCRIPTION

Under the direction of a C.P.I. Supervisor, the primary focus of this position is to assign reports to the Child Protection Investigators, sent by the Florida Abuse Hotline; by reviewing and entering into the logs and databases maintained in the Case Assignment Unit. Additionally, this position focuses on preparing files through research of various databases, review reports and email communication for appropriate dissemination, provide background information, and maintain the files regarding active and closed status. Work is reviewed through observation and results obtained. **Shift work is required.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Prepare case files for the Child Protection Investigators by researching and completing the appropriate background investigation, to include, but not limited to, conducting individual person searches, criminal history checks, and printing all prior reports;
- Retrieve the priority intake information and assign to the appropriate investigator;
- Notify the investigators of their assignments;
- Document the intake assignments;
- Track and follow-up on case assignments previously assigned;
- Oversee the maintenance of all files and retention times;
- Participates in Sheriff's Office recruitment and community relations activities as directed;
- Participates in training new staff

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report 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

- 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, pursuant to Section 1005.02(7), F.S.
- Two (2) years' clerical experience
- An accuracy score of 80% on data entry
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to plan, organize and coordinate work assignments
- Ability to maintain well documented case files and tracking logs
- Knowledge of various database and research software required to perform the essential functions and job duties
- Ability to provide information correctly and concisely; orally and in writing
- Time management skills
- Inter-personal skills
- Accurate typing 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
- Stand, walk, or drive up to 1 hour per day
- Occasionally lift up to 35 lbs.
- Frequently bend or reach
- Occasionally squat, kneel, or twist