

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



INMATE RECORDS SPECIALIST I

JOB CODE: 61230	PAY GRADE: 09	PAY RANGE: \$35,748 - \$57,196
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GENERAL DESCRIPTION

Under the direct supervision of the Inmate Records Shift Supervisor, this position is responsible for transcribing and processing each day's court orders and dockets. This position frequently interacts with the Clerk of the Court, the public, and other businesses. Work includes handling a large volume of calls from the public, media, bonding agents, and local and federal agencies. Work is reviewed through observation and results obtained. **Shift work required.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Retrieves, enters, and verifies information utilizing agency computerized database systems;
- Enters, retrieves, and updates inmate status based on court related information;
- Generates, reviews, and disseminates court calendars for completion;
- Compiles felony, misdemeanor, circuit civil, and domestic court advisory lists for all newly booked inmates daily;
- Operates telephone console;
- Reviews all applicable fields/reports/documents/correspondence to ensure that they are complete and accurate;
- Processes inmate/offender/detainee request forms;
- Researches and forwards requested information to appropriate inmate/offender/detainee;
- Generates and prints letters to victims for notification of an arrest or release;
- Scans completed court work and inmate release packets to create an electronic record;
- Assists with the training of new members;
- Reviews and processes consulate notifications for foreign born inmates;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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Regular and reliable attendance is required as an essential function of the position.

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
- Two (2) years clerical experience
- Data entry score of 80% accuracy
- Typing speed of 25 wpm
- 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 to prioritize and process court orders/dockets accurately in a timely manner
- Ability to look beyond surface issues to identify and analyze problems and develop effective responses and solutions
- General comprehension skills to understand plans and concepts and translate such plans into actions, both verbally and in writing; interpreting and communicating inmate information, court orders/dockets
- 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 6 hours per day
- Stand up to 1 hours per day
- Walk up to 1 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, reach, kneel, and/or twist