

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## RECORDS TECHNICIAN I

<b>JOB CODE: 60018</b>	<b>PAY GRADE: 08</b>	<b>PAY RANGE: \$33,762 - \$54,019</b>
------------------------	----------------------	---------------------------------------

### GENERAL DESCRIPTION

Under the direction of a supervisor, members in this position performs responsible and moderately difficult, routine work pertaining to records requests. This position requires accurate typing, entering and maintaining information into databases, updating files, researching information, managing records, providing information to callers and/or walk-in citizens, and maintaining knowledge of the agency's policies and procedures. Work is reviewed through observation, review of work products, and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assists citizens with public records requests; frequently requiring independent action and discretion on problems encountered, maintains required records of outgoing information.
- Provide information to other divisions, the public and other agencies, applying significant knowledge of departmental rules, regulations, and procedures.
- Uses computer terminal to- access information from various law enforcement data systems such as Odyssey, ACISS, CAD, SOPICS
- Type various form letters and other routine correspondence and calculate duplicating costs.
- Promptly acknowledge all public record requests
- Build files in order to properly and accurately log and document incoming public record requests
- Redact exempt and confidential information according to Public Record Laws on police reports
- Keep accurate records of all requests and correspondence as well as records provided in response to public record requests
- Knowledge of and ability to learn and understand F.S.S. 119, Public Records in order to apply knowledge to the release of information in reports.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
- May greet visitors or employees and address their inquiries or direct them to the appropriate individuals according to their needs

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



- Operate office equipment, fax machines, scanners, copiers, may sort and distribute inter-office mail
- Participates in Sheriff's Office recruitment and community relations activities as directed.
- **Specialized functions and responsibilities may vary by area of assignment**

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

- 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
- One (1) year experience in a clerical office environment preferred
- Data entry accuracy score of 75%
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of or ability to learn and apply F.S.S. 119 – Public Records Law
- Ability to effectively communicate with the public, other agencies, and staff both verbally and in writing
- Ability to multi-task and prioritize work assignments
- Knowledge of business English, spelling, and arithmetic
- Knowledge of general office practices and procedures
- Ability to operate standard office equipment such as computer terminal, copy machine, and calculators
- Strong attention to detail
- Time management, inter-personal, and problem solving 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 requirements to perform the essential functions and responsibilities.

- Sit up to 8 hours per day
- Stand up to 3 hours per day
- Walk up to 2 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, climb, reach, kneel, and/or twist