

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



A.R.M.S. DATA ASSISTANT

JOB CODE: 60020	PAY GRADE: 7	PAY RANGE: \$29,664 - \$47,462
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GENERAL DESCRIPTION

Under the direction of a supervisor, performs advanced clerical work of considerable difficulty involving complex work procedures and methods. Members in this class operate data entry equipment in a law enforcement telephone reporting environment. Work is reviewed through observation and results obtained. **Shift work is required.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Operates data entry equipment in a telephone reporting environment;
- Transcribes reports by telephone "live" from deputies in the computer aided records system;
- Properly codes reports for entry into the Uniform Crime Reporting System;
- Assists deputies in researching reports, names, and addresses to enable the deputy to properly complete their investigation;
- Accurately enters and/or retrieves information from job specific computer systems;
- Ensures reports are forwarded to the State Attorney's Office, spouse abuse shelters, Validation Unit, Medical Examiner's Office, etc.;
- Assists deputies in researching Florida State Statutes in determining the correct criminal violation to be recorded in the police report;
- Assists deputies in selecting the appropriate type of report;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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.
- One (1) year experience in a clerical office environment
- An accuracy score of 80% on data entry
- An accuracy score of 75% on grammar
- Typing speed of 40 wpm
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of modern office business equipment, practices and procedures
- Good knowledge of grammar, punctuation, spelling, and formatting
- Ability to communicate concisely and accurately via telephone
- Ability to transcribe reports accurately via live dictation
- Skill in operating data entry equipment
- 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

- Must pass hearing with less than or equal to 40 decibels in each ear under the frequencies: 500hz, 1,000hz and 2,000hz
- Sit up to 7 hours per day
- Occasionally lift up to 20 lbs.
- Occasionally bend or reach