

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



COURT PROCESSING TECH II

JOB CODE: 61162

PAY GRADE: 09

PAY RANGE: \$35,748 - \$57,196

GENERAL DESCRIPTION

Under the direction of a supervisor, performs work of a responsible and routine nature related to processing warrants and arrestable writs. Job duties include responding to a large volume of requests for information regarding warrant and writ actions. Work processes involving exceptions and important departures from standard policies and procedures are reviewed with a supervisor for final decision. Work is reviewed through observation, results obtained, conferences, and periodic reports or evaluations. **Shift work is required.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Reviews, verifies, and processes warrants and writs;
- Generates reports, inputs and verifies data, prepares documents, recalls warrants, and verifies system removal of warrants and writs;
- Receives funds and generates receipts;
- Processes bond payments and monetary purges; verifies custody status of inmates
- Assists various law enforcement, court personnel, and the general public with questions in person, via phone, and/or written correspondence;
- Generates correspondence to send to defendants;
- Maintains records, files, reports and other written and statistical data pertinent to the assignment;
- 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

- 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 Two (2) years' clerical experience
- Data entry accuracy score of 80%
- 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
- Ability to efficiently organize, prioritize, schedule and manage daily work activities, tasks, and special assignments
- Interpersonal communication 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
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, reach, kneel, and/or twist