

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



COURT PROCESSING TECHNICIAN I

JOB CODE: 61161	PAY GRADE: 08	PAY RANGE: \$33,762 - \$54,019 STARTING PAY: \$37,440
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GENERAL DESCRIPTION

Under the general direction of a supervisor, performs work of a responsible and routine nature related to processing civil, non-enforceable writs. Work processes involving exceptions and departures from standard policies and procedures are reviewed with a supervisor for final decision. Job duties include responding to a large volume of requests for information regarding civil actions. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Processes non-enforceable writs on computer for service and assigned by geographic area
- Reviews, verifies, and processes various documents including court documents
- Proofreads and maintains records, files and other written documents pertinent to the assignment; including subpoenas, non-enforceable writs, returns of service, worksheets; makes adjusting entries and prepares documents
- Receives funds and generates receipts
- Assists various law enforcement and court personnel and the general public with routine questions in person, via phone, and/or written correspondence
- Accepts in person payments and assists with intake of writs from the general public
- Designs and types form letters and other routine correspondences from copy, rough draft, or general instructions
- Maintains records, files, reports and other written and statistical data pertinent to the 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 report to work
- 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

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QUALIFICATIONS

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U.S. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- Two (2) years' clerical experience
- Data entry accuracy score of 80%
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

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 twist