

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



RECORDS TECHNICIAN II

JOB CODE: 60020	PAY GRADE: 09	PAY RANGE: \$35,748 - \$57,196
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GENERAL DESCRIPTION

Under the direction of a supervisor, performs administrative functions 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.

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 AND
- One (1) year experience in an administrative office environment
- Or equivalent combination of education and experience
- An accuracy score of 75% on data entry
- An accuracy score of 70% on grammar
- Typing speed of 35 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 8 hours per day
- Occasionally lift up to 20 lbs.
- Occasionally bend or reach