

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



RECORDS TECHNICIAN II

JOB CODE: 60020	PAY GRADE: 53	PAY RANGE: \$44,583 - \$64,645
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GENERAL DESCRIPTION

Under the general direction of a Records Technician Shift 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 automated records system
- Codes reports properly 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
- Enters and/or retrieves information accurately 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
- 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
- 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

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- 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
- 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
- Ability to enter and retrieve information from computer systems
- 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

- Hearing levels should not exceed 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, squat, reach, kneel and twist