

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



COURT PROCESSING UNIT QUALITY ASSURANCE COORDINATOR

JOB CODE: 61067

PAY GRADE: 14

PAY RANGE: \$45,678 - \$73,084

GENERAL DESCRIPTION

Under the general direction of the Court Processing Unit Sergeant, is responsible for monitoring and coordinating the Court Processing Unit's second party verification requirements to meet established standards of the unit, as well as ensuring procedures are consistent with the rules defined by the Florida Department of Law Enforcement. Coordinates, evaluates, and maintains written manuals and documents regarding the Court Processing Unit's training program; conducts in-house training; and manages the Agency's Standard Operating Procedures to ensure they meet requirements and recommends changes to ensure adherence to standards.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Maintains and monitors records pertaining to warrants and protection orders
- Conduct second party verification of warrant and protection order entries
- Conducts research, collects information, and produces detailed reports with statistical data as requested by supervision to include generating a monthly report of entry error trends
- Review, update, and maintain in-house reference material and applicable agency standard operating procedures, while also resolving issues or responding to questions regarding policies and procedures
- Trains and instructs employees assigned to functional area on job duties, policies, and procedures, and arranges for formal training for newly hired employees
- Monitor the unit training program to ensure overall training objectives are being met across all three phases
- Work with FDLE and work with onsite FDLE auditors during tri annual FDLE audits
- Liaison with FDLE on warrant and protection order issues
- Liaison with Clerk of the Court' Office, Courts, and State Attorney's Office on warrant and protection order related issues
- Liaison with Pinellas County Business Technology Services and agency Information Technology Services for technical issues related to the entry and removal of warrants and protection orders
- Perform Court Processing Tech II duties as needed
- Attend meetings with unit supervision as needed

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- This position is 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 the member 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. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- Five (5) years' experience with the Court Processing Unit
- Or an equivalent combination of education and 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 Court Processing practices and procedures
- Ability to operate standard office equipment such as computer terminal and copy machine
- Ability to maintain accurate records, logs, and files
- Ability to perform essential functions with frequent interruption and/or distractions
- Ability to prioritize assignments
- Ability to work independently and identify more effective methods of work operation
- Time management skills
- Oral and written communication skills
- Accurate typing 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