PINELLAS COUNTY SHERIFF'S OFFICE
RECORDS CLERK II
Job Code: 60053

CHARACTERISTICS OF THE CLASS

Under general direction of a supervisor, performs clerical and office work of above average difficulty requiring skilled and accurate typing and knowledge of Sheriff's Office policies and procedures. Incumbents are expected to exercise independent judgment and to make decisions regarding routine questions and work methods. Incumbents in this classification may be subject to shift work or call-ins to meet the needs of the Sheriff's Office on a routine or emergency basis. Work is reviewed through observation, review of work products, and results obtained.

EXAMPLES OF DUTIES

Handles incoming telephone calls, answers routine questions, and routes telephone calls appropriately.

Assists citizens with public records requests, frequently requiring independent action and discretion on problems encountered.

Type various form letters and other routine correspondence and calculate duplicating costs.

Uses computer terminal to enter information into various law enforcement data systems such as CJIS, ACISS, NCIC, FCIC, CAD and SOPICS.

Provide information to other divisions and the public, applying significant knowledge of departmental rules, regulations, and procedures.

Maintain public records filing system.

Assist law enforcement personnel in compiling general information located within the department.

Assists in training of personnel.

Participates in Sheriff's Office recruitment and community relations activities as directed.

Promptly report all maintenance problems of office equipment to the on duty supervisor or Division Secretary.

Performs related work as assigned or required.

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QUALIFICATIONS

A. Training and Experience

Graduation from a standard high school or possession of a GED certificate including or supplemented by experience in skilled typewriting and general clerical work, or an equivalent combination of training and experience. Some experience or training in computer data entry is desireable. Requires the ability to type at a minimum rate of 35 words per minute. A minimum score of 80% on the written clerical examination is also required.

B. Essential Requirements of the Position

Thorough knowledge of modern office business equipment, practices and procedures.

Considerable knowledge of the principles of office practices and procedures, and the ability to apply these principles to office operations.

Trustworthy with sensitive and confidential information.

Considerable knowledge of business English, spelling, and arithmetic.

Ability to accomplish accurate work under stress.

Ability to develop effective office procedures and clerical training programs.

Ability to maintain effective internal and public relations.

Possess good time management, customer service and communication skills.

Ability to prepare operating and statistical tabulations and reports and the ability to make difficult arithmetical computations accurately.

Knowledge of and ability to learn and understand F.S. 119, Public Records in order to apply knowledge to the release of information and reports.

Ability to provide information correctly and concisely; orally and in writing.

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.

This list of functions, duties, responsibilities, and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.