

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## RECORDS TECHNICIAN I

<b>JOB CODE: 60018</b>	<b>PAY GRADE: 08</b>	<b>PAY RANGE: \$33,762 - \$54,019</b> <b>STARTING PAY: \$37,440</b>
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### GENERAL DESCRIPTION

Under the general direction of the Records Supervisor, members in this position perform responsible and moderately difficult, routine work pertaining to records requests. This position requires accurate typing, entering and maintaining information into databases, updating files, researching information, managing records, providing information to callers and/or walk-in citizens, and maintaining knowledge of the agency's policies and procedures. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assists citizens with public records requests; frequently requiring independent action and discretion on problems encountered, maintains required records of outgoing information
- Provides information to other divisions, the public and other agencies, applying significant knowledge of departmental rules, regulations, and procedures
- Uses computer terminal to access information from various law enforcement data systems such as Odyssey, ACISS, CAD and FACESNXT
- Types various form letters and other routine correspondence and calculate duplicating costs
- Acknowledges all public record requests promptly
- Builds files in order to properly and accurately log and document incoming public record requests
- Redacts exempt and confidential information according to Public Record Laws on police reports
- Keeps accurate records of all requests and correspondence as well as records provided in response to public record requests
- Learns and understands F.S.S. 119, Public Records in order to apply knowledge to the release of information in reports
- Answers telephones and disseminates information to appropriate individuals
- Greets visitors or members and addresses their inquiries
- Operates office equipment
- Sorts and distributes interoffice mail

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- 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

## **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
- One (1) year experience in a clerical office environment preferred
- Data entry accuracy score of 75%
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of or ability to learn and apply F.S.S. 119, Public Records Law
- Ability to effectively communicate with the public, other agencies, and staff both orally and in writing
- Ability to multitask and prioritize work assignments
- Knowledge of business English, spelling, and arithmetic
- Knowledge of general office practices and procedures
- Ability to operate standard office equipment
- Strong attention to detail
- Time management, interpersonal and problem-solving 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 requirements to perform the essential functions and responsibilities.

- Sit up to 8 hours per day
- Stand up to 3 hours per day
- Walk up to 2 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, climb, reach, kneel and twist