

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



COURT PROCESSING SPECIALIST

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| JOB CODE: 60066 | PAY GRADE: 10 | PAY RANGE: \$36,282 - \$58,052 |
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GENERAL DESCRIPTION

Under the direction of a supervisor, performs complex specialized clerical work with considerable responsibility related to processing civil and enforceable writs, warrants, and domestic violence injunctions. Requires the application of judgment based on knowledge gained through experience; more difficult questions or problems are reviewed with a supervisor for final decision. Assignments are made orally or in writing. Work is reviewed through observation, results obtained, conferences, and periodic reports or evaluations. Duties are based on assignment.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Accurately and thoroughly prepare enforceable process to agency policies, state statutes, and the court's discretion;
- Oversee and monitor levy operation; coordinate all aspects relating to Sheriff's sales;
- Data enter enforceable documents;
- Provide information relating to the processing and execution of writs to agency members, attorneys, and the general public in person, via phone, and/or through written correspondence;
- Receive funds and generate receipts;
- Prepare and maintain extradition files;
- Maintain court calendar for extradition hearings, status checks, waivers, etc.;
- Process warrants by calculating transport costs, placing and cancelling detainers, and handling recall requests;
- Maintain records, files, reports and other written and statistical data pertinent to the assignment
- Design and type form letters and other routine correspondence
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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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 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
- Three (3) years' clerical experience
- Data entry accuracy score of 80%
- Typing speed of 25 wpm
- Ability to obtain an NCIC/FCIC certification within 90 days of employment
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to use a variety of office and computer equipment and related software to complete job requirements
- Knowledge of specific rules, policies and regulations governing the processing of civil and enforceable writs, warrants, and domestic violence injunctions
- Time management skills
- Inter-personal skills
- Ability to provide information correctly and concisely; orally and in writing
- Ability to rapidly acquire a thorough knowledge of the fiscal and procedural regulations applicable to the assignment
- Computer skills to retrieve information from various information systems and software programs
- Problem solving/decision making 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 20 lbs.
- Occasionally bend, squat, or reach