

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



COURT PROCESSING TECH I

JOB CODE: 61161	PAY GRADE: 8	PAY RANGE: \$32,463 - \$51,941
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GENERAL DESCRIPTION

Under the direction of a supervisor, performs work of a responsible and routine nature related to processing civil, non-enforceable writs. Job duties include responding to a large volume of requests for information regarding civil actions. Work processes involving exceptions and important departures from standard policies and procedures are reviewed with a supervisor for final decision. Work is reviewed through observation, results obtained, conferences, and periodic reports or evaluations.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Processes non-enforceable writs on computer for service and assigned by geographic area;
- Reviews, verifies, and processes various documents including court documents
- Proofreads and maintains records, files and other written documents pertinent to the assignment; including subpoenas, non-enforceable writs, returns of service, worksheets; makes adjusting entries and prepares documents
- Receives funds and generates receipts;
- Assists various law enforcement and court personnel and the general public with routine questions in person, via phone, and/or written correspondence;
- Accepts in-person payments and assists with intake of writs from the general public;
- Designs and types form letters and other routine correspondences from copy, rough draft, or general instructions;
- Maintains records, files, reports and other written and statistical data pertinent to the assignment;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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.

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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 AND Two (2) years' clerical experience
- Data entry accuracy score of 80%
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of General Orders, Policies and Procedures and the ability to apply an understanding of such knowledge in the performance of job responsibilities
- Ability to use a variety of office and computer equipment and related software to complete job requirements
- Time management skills
- Ability to efficiently organize, prioritize, schedule and manage daily work activities, tasks, and special assignments
- Interpersonal communication 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