Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"

PUBLIC RECORDS SPECIALIST

JOB CODE: 61050	PAY GRADE: 09	PAY RANGE: $35,748 - $57,196

GENERAL DESCRIPTION

Under the general direction of a Sergeant, performs responsible and moderately difficult, routine work pertaining to public records requests and technical clerical activities. Member makes work decisions based on experience and knowledge, but refers the more difficult and complex problems to the Senior Public Records Specialist for decision. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Builds files in order to properly and accurately log and document incoming public record requests
- Promptly acknowledges all public record requests
- Researches and compiles agency records from various entities within the Sheriff's Office
- Redacts exempt and confidential information according to Public Record Law
- Keeps accurate records of all requests and correspondence as well as records provided in response to public record requests
- Monitors caseload actively to ensure timely processing of all requests
- Applies strong working knowledge of F.S. 119, Public Record Laws
- 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

- Graduation from an accredited college or university with an Associate Degree in Business Administration, Public Administration, Criminal Justice or related field
- Two (2) years' experience with public records law or related field
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to effectively communicate with the public, other agencies, and staff
- Ability to multitask and prioritize work assignments
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Considerable knowledge of modern office business equipment and computer operations practices and procedures
- Knowledge of state statutes, laws, and ordinances
- Ability to complete accurate work while meeting deadlines
- Ability to keep good records
- Time management, organizational, and problem solving skills
- Strong attention to detail
- Ability to effectively and courteously interact with the public and fellow members
- 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 7 hours per day
- Occasionally lift up to 20 lbs.
- Occasionally bend, squat and reach