

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



RECORDS VALIDATION SPECIALIST

JOB CODE: 60150	PAY GRADE: 09	PAY RANGE: \$35,748 - \$57,196
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GENERAL DESCRIPTION

Under the direction of the Records Manager, this position is responsible for verifying hit confirmations from other agencies as well as our Teletype / Communications Center for stolen boats, guns, license plates, parts, securities, vehicles, identity thefts, articles, missing / endangered juveniles and adults, and unidentified persons. Work includes maintaining communication with detective or deputy and unit sergeant and updating with new information from victims in an effort to assist with ongoing investigation. Original and supplemental reports must be reviewed during the monthly validation process to determine records are accurate, complete, and active. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Utilizes agency databases to complete the validation process: ACISS, DAVID, LINX, SOPICS, CJNET, ELVIS, and other online accessible sites
- Enters identity theft into FCIC/NCIC; obtain and validate FCIC/NCIC entries from Teletype from previous day
- Ensures regular communication is maintained with victims; notify case detectives in Burglary Unit of any additional recovered items or information from the appropriate recovering agencies' information and case report for investigative follow up
- Establishes and maintains effective working relationships with agency members for entering missing and/or endangered adults and juveniles to ensure complete FCIC/NCIC entries
- Responds to and follows up on offense / incident reports in ACISS
- Reviews report entries for accuracy in factual information, spelling, grammar, punctuation, and proper Uniform Crime Reporting (UCR) code
- Analyzes production data and procedures, identifies problem areas, and recommends corrective actives, providing reports and graphs as necessary
- Ensures fingerprints, dental, DNA profile, and respective location of DNA (in FCIC/NCIC for each victim) are entered accurately
- Prepares for Records Unit tri-annual audit by facilitating the assistance of homicide detectives for cold case record completeness

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- Performs research to maintain updated records and thorough validation of records to ensure integrity and accountability
- Maintains a current working knowledge of databases, programs, and records
- Produces timely and accurate reports on behalf of the agency
- 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.

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' experience in criminal justice or a related field
- Or an equivalent combination of education and experience
- Data entry score of 80% accuracy
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the criminal justice system, including terminology, processes and procedures
- Ability to multi-task, work on multiple cases, and projects at the same time without becoming frustrated or disorganized
- Ability to maintain accurate, well-written documentation
- Knowledge of business English, spelling, and arithmetic
- Knowledge of general office practices and procedures
- Ability to operate standard office equipment such as computer terminal, copy machine, and calculators
- Accurate typing skills
- Verbal and written communication skills
- Knowledge and skills in the use of related software for use in word processing and data entry



- Ability to maintain a high level of confidentiality
- Time management and organizational 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
- Stand up to 1 hours per day
- Walk up to 1 hours per day
- Occasionally lift up to 10 lbs.
- Continuously reach
- Frequently bend, kneel, or twist
- Occasionally squat or climb