

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



SENIOR RECORDS TECHNICIAN

JOB CODE: 30009	PAY GRADE: 10	PAY RANGE: \$37,733 - \$60,374
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GENERAL DESCRIPTION

Under the direction of the Records Data Technician Shift Supervisor, this position provides assistance in the supervision and training of personnel and management of operations. Work is reviewed through observation and results obtained. **Shift work is required.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Reviews reports entered into automated records management system;
- Verifies files, reports, documents, correspondence for completeness and accuracy;
- Trains new employees;
- In absence of Shift Supervisor, provides supervision to shift members;
- Codes UCR reports;
- Forwards reports;
- Inputs reports into ACISS;
- 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 is considered essential and, in the event of an emergency or natural disaster, will be required to report 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 one (1) year related experience
- An accuracy score of 75% on data entry
- An accuracy score of 70% on grammar
- Typing speed of 35 wpm
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of offense codes and UCR code requirements
- Interpersonal skills
- Problem solving skills
- Organizational skills
- Leadership 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 .5 hours per day
- Walk up to .5 hours per day
- Occasionally lift up to 25 lbs.
- Occasionally bend, squat, or reach