

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



SENIOR PUBLIC RECORDS SPECIALIST

JOB CODE: 61055	PAY GRADE: 11	PAY RANGE: \$39,720 - \$63,551
------------------------	----------------------	---------------------------------------

GENERAL DESCRIPTION

Under the general direction of the Public Records Processing Unit Manager, performs responsible and moderately complex, non-routine work pertaining to public records requests. Work involves performing technical clerical activities, making work decisions based on experience and knowledge, and assisting with difficult and complex problems by performing extensive research required to answer public records requests. This position will also train new unit members. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assigns, reviews, and approves public records requests as directed by the Public Records Processing Unit Sergeant, or designee
- Verifies redactions, records, and correspondence for completeness and accuracy
- Researches and compiles agency records as well as assists all Public Records Specialists in obtaining responsive records from various entities within the Sheriff's Office
- Builds files in order to properly and accurately log and document incoming public record requests
- Redacts exempt and confidential information pursuant to Public Record Law
- Trains new members through the use of SOPs and training checklists
- Establishes relationships with the bureaus and department liaisons for a greater understanding of where to locate documents responsive to requests
- Keeps accurate records of all requests and correspondence as well as records provided in response to public record requests
- Monitors caseload to ensure timely processing of all requests
- 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 or related field
- Two (2) years' experience dealing 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 assign tasks and accurately review others' work
- Ability to effectively communicate with the public, other agencies, and staff
- Ability to multitask and prioritize work assignments
- Ability to provide information accurately and concisely, orally, and in writing
- 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 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, reach, kneel and twist