

Part-Time Community Service Aide II

Job Code: U9912
Pay Grade: PD
Pay Scale: \$20.10-\$31.92 Hourly; \$30,310.80-\$48,135.36 Annually
Exempt: No

OVERVIEW

Perform a variety of paraprofessional investigative support duties that promote efficient operations of the specific area, but do not require the direct involvement of a certified officer.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide miscellaneous investigative support services to law enforcement detectives within the assigned district/division.
- Review, evaluate, and investigate reports and/or complaints in Versadex/RMS as assigned (e.g., missing children, missing adults, elders, fraud victims) to determine the next course of action which may include writing incident reports.
- Utilize latent databases (e.g., Accurint, Coplink, Text Editor and Corrector (TECO) files, Florida Crime Information Center/National Crime Information Center (FCIC/NCIC), Florida Department of Law Enforcement (FDLE), Florida Safe Families Network (FSFN)), Inmate Call System, and/or social media in order to obtain information pertaining to investigations.
- Communicate with external entities (e.g., local hospitals, mental health facilities, probation officers, other law enforcement agencies, financial and retail entities) to develop leads for further investigation.
- Generate subpoena requests for records relative to active investigations; respond to court hearings and depositions.
- Conduct neighborhood surveys and/or interviews with friends, family members, associates or complainants to develop leads; operate Sheriff Office vehicles in performance of official duties.
- Prepare and maintain internal and external alerts to communicate information regarding investigations.
- Respond to telephone inquiries.
- Perform other related duties as required.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of office policies and procedures.
- Working knowledge of Florida state statutes and county ordinances.
- Working knowledge of record keeping and general office procedures.
- Some knowledge of the criminal justice system.
- Ability to conduct effective interviews.
- Ability to prepare and maintain logs, files, and reports.
- Ability to properly answer and route telephone calls.
- Ability to deal with the public in a tactful and courteous manner.
- Ability to use a computer and related software.
- Ability to safely operate a motor vehicle.
- Ability and willingness to work day or night shifts or non-standard work hours/days.
- Ability to work effectively with others.

- Ability to communicate effectively, both orally and in writing.
- Ability and willingness to work outdoors in a subtropical climate in adverse weather conditions.

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Two years of experience in an investigative/law enforcement role.

OR

- An associate degree from an accredited institution of higher education.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.