HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Part-Time Camera Enforcement Aide

Job Code: U9912
Pay Grade: PWI
Pay Scale: $20.90-$31.92 Hourly; $31,517.20-$48,135.36 Annually
Exempt: No

OVERVIEW

Monitor and review the violation queues in support of the Intersection Safety and Operation Safe Passage Programs.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Review recorded images prior to the issuance of a Notice of Violation to ensure the accuracy and integrity of the recorded images.
- Verify vehicle and driver information associated with potential violations.
- Respond to court hearings and depositions if the violation is contested.
- Present evidence and testimony on disputed violations.
- Attend meetings, training sessions, and other required informational briefings, as needed
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Ability to review and interpret images, videos, and data accurately to identify violations and motor vehicle details.
- Ability to testify in court.
- Ability to use a computer for word processing, e-mail, spreadsheets, and database applications.
- Ability to pay close attention to detail and recognize discrepancies.
- Ability to communicate effectively, both verbally and in writing.

SKILLS

- Detail-Oriented
- Evidence Management
- Image Analysis
- Image Analysis Systems
- Computer Literacy
- Testifying in Court
- Data Verification

WORKING CONDITIONS

- Work within a home environment and occasionally in a court operations environment.
- Remain in a stationary position for extended periods of time.
- Part-time scheduled for up to 29 hours per week.
- 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 or law enforcement role.

OR

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

REQUIRED POST-EMPLOYMENT TESTING

- Completion of pre-employment testing.

REQUIRED POST-EMPLOYMENT TESTING

- Successfully pass the FDLE Selective Traffic Enforcement Program for Red Light Cameras course (1197 S.T.E.P. course) within 60 days of hire.

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.