HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Part-Time Detention Records Specialist

Job Code: U9913
Pay Grade: PWJ
Pay Scale: $23.37-$43.50 Hourly; $35,241.96-$65,598.00 Annually
Exempt: No

OVERVIEW

Maintain accurate and complete records and guide and secure community resources for all inmates and defendants who are under the responsibility of the Sheriff's Office.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Maintain accurate and secure files. Use notes and computer databases on all inmates booked into the county jail and all defendants sentenced by the county courts.
- Process and document cash, surety bonds, restitution, cost of supervision, releasing checklist transactions, and other court mandated fines, costs, and fees.
- Respond to in-person and telephonic inquiries from the general public and community resources regarding inmate and/or defendant probation status.
- Refer inmates and defendants to community resources and provide answers based on information that is contained in the Sheriff's Office records.
- Process and coordinate teletypes, faxes, warrants, violations of probation, termination of probation, and bond recommits from local, state, federal, or international agencies that pertain to the status of inmates' custody in jail and/or defendants' probation.
- Process the first appearance court dockets; provide criminal justice entities a copy to include charging documents and update inmate files as directed by the courts.
- Process the daily court schedule and secure transport lists of all jail inmates for Felony, Misdemeanor, and Traffic court.
- Process records to release inmates from jail or to other jurisdictions, correctional/law enforcement agencies, mental health facilities, or for the transfer of inmates to Florida State Prison and/or Florida State Hospital, etc., as directed by the courts.
- Input inmate immigration status and file information received from federal agencies.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of the Sheriff's Office and Department of Detention Services policies and procedures.
- Working knowledge of both the criminal justice and judicial systems including terminology, processes, and procedures.
- Working knowledge of community resources, employment programs, social agencies, or groups that may assist in the employment of defendants.
- Working knowledge of customer service and general office policies, procedures, and practices.
- Ability to handle cash and financial transactions.
- Ability to generate accurate case files, computations, and verification of data.
- Ability to handle confidential information.

- Ability to communicate effectively, both orally and in writing.
- Ability to testify in court and provide relevant information.
- Ability to multi-task and work on multiple cases/projects simultaneously.
- Ability to work effectively with others to include inmates and defendants within a secure detention setting.
- Ability to use a computer and related software.

SKILLS

- Oral Communications
- Recordkeeping
- Records Management
- Computer Literacy
- Verbal Communications
- Confidentiality
- Data Entry

WORKING CONDITIONS

- Work in and around a detention or correctional environment, with occasional contact with inmates.
- May have occasional exposure to explicit or disturbing behavior.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 10 pounds).
- Shift work: May work day or night shifts and non-standard hours/days including weekends and holidays.
- Required to wear a Sheriff's Office provided uniform.
- 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 clerical and/or customer service-related experience.

OR

- An associate degree from an accredited institution of higher education.
- One year of clerical and/or customer service-related experience.

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.