

**Job Code:** W0106  
**Pay Grade:** WG  
**Pay Scale:** \$18.04-\$28.50 Hourly; \$37,523.20-\$59,280.00 Annually  
**Exempt:** No

## OVERVIEW

Perform a variety of general and advanced clerical tasks including maintenance of file systems, logs, and records and typing and compiling information to assist in the efficient accomplishment of support activities.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Compose, type, and distribute correspondence, forms, vouchers, requisitions, invoices, notices, schedules, legal documents, and other materials; type from rough drafts or combine data from multiple sources.
- Maintain basic manual and automated file systems or assist in the maintenance of a large, complex system.
- Code, classify, post, and compile information for use by others.
- Compile data, compute, and verify figures.
- Receive, verify, and register documents assigning file number and affixing seal as appropriate.
- Review forms, documents, and other materials for accuracy.
- Provide assistance to staff and public as required.
- Respond to inquiries and search files for requested information.
- Access materials of a confidential nature, generally limited to typing and filing, as required.
- May process and maintain personnel related documents and records such as timekeeping, procurement and payroll records, and maintain employee attendance and leave records.
- Maintain logs and records of equipment, inventory, costs, services performed, documents received, and charges to be assessed
- Maintain custody of supplies and other property.
- Operate office equipment such as copiers, telephones, scanners, and shredders.
- Operate data processing computer equipment and software as well as other sources to process and obtain information.
- Perform basic clerical computer operations using word processing, spreadsheet, database management, and other applications.
- Train, provide guidance, and review work of others for completeness and accuracy.
- Perform other clerical duties such as photocopying; ordering and issuing supplies; and sending, receiving, sorting, and distributing mail.
- Perform other related duties as required.

## KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of practices used to receive and assess calls for assistance.
- Working knowledge of departmental policies and procedures.
- Working knowledge of office practices, procedures, equipment, and materials.
- Working knowledge of English grammar, punctuation, and spelling.
- Working knowledge of frequently used office computer technology including Windows,

- Internet, and Office software applications.
- Skill in operating a computer utilizing word processor, spreadsheet, database, and electronic mail applications.
- Ability to proof own work and the work of others.
- Ability to perform accurate computations and verification of data.
- Ability to instruct new employees.
- Ability to work effectively with others.
- Ability to operate data processing and software equipment.
- Ability to use general office equipment and to perform a variety of clerical duties such as answering telephones, filing, copying, scanning, receiving and sorting mail, inventorying, and ordering supplies.
- Ability to type.
- Ability to organize and maintain paper and electronic files and records.
- Ability to take and transcribe notes rapidly and accurately.

## **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.
- May work non-standard hours including nights, weekends, and holidays.
- 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 experience.

OR

- A high school diploma or possession of a GED certificate.
- Successful completion of a secretarial, business and office technology, or office professional training program.
- One year of clerical experience.

OR

- An associate's degree from an accredited institution of higher education.
- One year of clerical 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.