

Job Code: W0108
Pay Grade: WI
Pay Scale: \$20.10-\$31.92 Hourly; \$41,808.00-\$66,393.60 Annually
Exempt: No

OVERVIEW

Perform a variety of clerical tasks and/or supervisory clerical duties in support of a Sheriff's Office function or operation including the processing of documents, forms, and applications; maintenance of detailed records; and compilation and computation of statistical data.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Supervise assigned clerical staff and provide training and assistance as necessary.
- Maintain manual and automated file systems to include a large, complex system.
- Code, classify, post, and compile information for use by others.
- Verify and register documents assigning file numbers and affixing seals as appropriate.
- Review forms, documents, and other materials for accuracy and completeness.
- Provide assistance to staff and public as required.
- Respond to inquiries and searches files for requested information to include the more complex searches.
- Perform computations and verify figures.
- Maintain logs and records of equipment, inventory, costs, services performed, documents received, and charges to be assessed.
- Maintain employee attendance and leave records.
- Operate office equipment such as copiers, telephones, scanners, and shredders.
- Operate data processing equipment.
- Type forms, vouchers, requisitions, invoices, notices, schedules, legal documents, and other materials either from rough drafts or combining data from multiple sources.
- Provide guidance to lower-level clerical staff 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

- Considerable knowledge of general office policies, procedures, and practices.
- Considerable knowledge of English grammar, punctuation, and spelling.
- Ability to proof own work and the work of other clerical personnel.
- Ability to perform accurate computations and verification of data.
- Ability to plan, organize, and supervise the work of others.
- Ability to operate data processing, word processing, and other office equipment.
- Ability to work effectively with others.
- Ability to type.
- Ability to use a computer and related software.

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.
- Three 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.
- Two years of clerical experience.

OR

- An associate's degree from an accredited institution of higher education.
- Two years 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.