

**Job Code:** W2785  
**Pay Grade:** WH  
**Pay Scale:** \$19.10-\$30.30 Hourly; \$39,728.00-\$63,024.00 Annually  
**Exempt:** No

## OVERVIEW

Perform a variety of law enforcement support duties that do not require the direct involvement of a certified deputy or sworn personnel.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide miscellaneous support services throughout the assigned facility or unit (e.g. district, division, bureau, substation), maintain the cleanliness of the area, and ensure that supplies are replenished as needed.
- Answer misdemeanor complaints of a non-priority, non-emergency nature not requiring full enforcement power; take fraud reports and set fraud appointments.
- Greet the public, respond to telephone inquiries and/or route calls to proper station taking messages as needed, register visitors, and/or accept packages and other paperwork.
- Review public transportation permit applications and verify information is in accordance with county and state regulatory requirements.
- Inspect vehicles for hire for compliance of condition, cleanliness, and safety requirements as specified by county and state laws and ordinances, issue correction cards and citations for violations, and testify as required to the nature of the violation.
- Operate magnetometers (metal detectors) and x-ray equipment to screen for concealed weapons or explosive devices.
- Operate and monitor electronic security systems to facilitate the movement of personnel within a secured facility; may operate the Eye on Crime system.
- Control access of pedestrians and vehicular traffic into a facility or facility grounds.
- Process updates and file official records of the unit to which assigned.
- Conduct clerical research in different areas (e.g., report corrections, warrant status, impounded and repossessed vehicles) to support certified personnel with their duties in an efficient manner.
- Assist with providing information on Prolific Priority Offenders via internal and external databases and reviewing social media.
- Provide information to the public (e.g., crime prevention, community services).
- Verify inmate or applicant status, location, or criminal history using a computer terminal.
- Prepare and maintain visitor registration, tool inventory, or property control logs.
- Maintain statistical logs and incident reports (e.g., fraud, identity theft, theft) to document daily activity of the facility assigned; may produce and publish the daily intelligence brief.
- Manage the Court Notify system, correspond with attorneys regarding pending cases, and attend court and/or depositions as needed.
- Fingerprint the public as needed.
- Fill in for other community service aides as needed.
- Perform other related duties as required.

## KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of office policies and procedures.
- Working knowledge of county and state ordinances, laws and regulations pertaining to the area of assignment.
- Working knowledge of record keeping and general office procedures.
- Some knowledge of the criminal justice system.
- 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 and willingness to work in a law enforcement facility setting.
- 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.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- 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.

## **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.