HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

# Records Data Specialist

**Job Code:** W2787
**Pay Grade:** WJ
**Pay Scale:** $23.37-$43.50 Hourly; $48,609.60-$90,480.00 Annually
**Exempt:** No

## OVERVIEW

Respond to requests and provide criminal history information to federal, state, and local law enforcement agencies and departments.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Respond to telephone, electronic, or teletype criminal history information requests from federal, state, and local law enforcement agencies and departments related to warrants, vehicle registrations, missing persons, stolen vehicles/property, guns, license plates, boats aircraft, immigration status, injunctions, protection orders, and unidentified persons.
- Enter, modify, supplement, and cancel criminal history information in the Florida Crime Information Computer (FCIC)/National Crime Information Computer (NCIC) databases and notify law enforcement agencies or departments of actions taken as appropriate.
- Review all entries made by law enforcement deputies through mobile reporting for special data processing entry within the Sheriff's Office internal Records Management System (RMS).
- Monitor RMS logs to ensure all entries are accurate and complete.
- Continually monitor pending information required from law enforcement deputies for actions performed during their shift so that all actions are in compliance with rules and regulations.
- Perform duties at temporary emergency command centers during periods of emergency as required.
- Perform other related duties as required.

## KNOWLEDGE & ABILITIES

- Working knowledge of effective communication techniques.
- Working knowledge of English grammar, punctuation, and spelling.
- Some knowledge of practices used to receive and assess calls for assistance.
- Some knowledge of federal, state, and county laws, ordinances, and regulations governing the dissemination of criminal information.
- Some knowledge of records management system standard operating procedures.
- Some knowledge of general office policies, procedures, and practices.
- Some knowledge of Agency policies, procedures, and guidelines.
- Some knowledge of law enforcement terminology.
- Ability to follow established procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to handle confidential information.
- Ability to pay attention to detail.
- Ability to multitask.
- Ability to work effectively with others.

- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to accurately assess situations and make correct decisions.
- Ability to accurately sort, retrieve, and file material using alphabetic, numeric, and chronologic systems.
- Ability to work under stressful conditions.
- Ability and willingness to work shifts to include nights, weekends, and holidays.
- Ability to use a computer and related software.

## SKILLS

- Answering Telephones
- Police Reports
- Disciplined Execution
- Computer Aided Dispatch (CAD)
- Proactive Behavior
- Geographic Information Systems (GIS)
- Cooperative Work
- Records Management
- Information Capture
- Data Entry

## 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 clerical or criminal justice experience.

OR

- Successful completion of the Hillsborough County Sheriff’s Office Records Data Specialist Trainee status.

## 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.