HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Records Warrant Specialist

Job Code: W2790
Pay Grade: WI
Pay Scale: $22.05-$41.02 Hourly; $45,864.00-$85,321.60 Annually
Exempt: No

OVERVIEW

Perform advanced, specialized tasks involving the entry, audit, correction, cancellation, and validation of warrants and arrestable writs for all law enforcement agencies within Hillsborough County.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Process and maintain adult and juvenile warrants and writs issued by courts and law enforcement agencies.
- Review documentation for accuracy, completeness, and compliance within agency standards.
- Maintain warrant information in records management systems and state and federal databases.
- Verify case and custody details through internal and external systems.
- Communicate with law enforcement agencies to support warrant searches and status updates.
- Coordinate with booking, inmate records, prosecutors, and courts on the entry, recall, and modification of warrants.
- Audit warrant records for accuracy, address discrepancies, and ensure proper cancellations.
- Validate active warrants by reviewing court and agency records.
- Respond to requests for warrant information from staff, the public, and other agencies.
- Maintain records related to child support writs and process related invoicing.
- Ensure secure handling of sensitive and confidential information.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Extensive knowledge of warrant and writ procedures, criminal justice workflows, and law enforcement protocols.
- Extensive knowledge of federal, state, and county laws related to criminal information handling and dissemination.
- Comprehensive knowledge of over 20 warrant types and variations utilized in Hillsborough County.
- Advanced proficiency with criminal justice and records management systems.
- Proficiency in auditing their own work and the work of others.
- Ability to acquire information from the judicial system rapidly and accurately.
- Ability to perform high-liability tasks with precision and accuracy.
- Ability to work effectively both independently and as part of a team.

SKILLS

- Written Communication

- Interpersonal Relationships
- Records Review
- Verbal Communications
- Detail-Oriented
- Multitasking
- Task Organization

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 or criminal justice experience.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

REQUIRED POST-EMPLOYMENT TESTING

- Completion of Florida Crime Information Center (FCIC), National Crime Information Center (NCIC), Criminal Justice Information System (CJIS), and Health Insurance Portability and Accountability Act (HIPAA) certifications, to be obtained within six months of appointment.

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.