



Seminole County Sheriff's Office

DETENTION SERVICE OFFICER

Class Spec Code: 1030
Established Date: 10/14/2020
Last Revised Date: 01/10/2022
Effective: 11/18/2022

Salary Range

\$15.00 Hourly

Bargaining Unit

N/A

EEO

EEO4-Service/Maintenance

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

Yes

General Description

Routine work responsible for the acceptance and maintenance of property and supplies; security of courtroom proceedings, public facilities and control rooms, depending on job assignment.

Typical Duties

Note: Listed functions, duties, responsibilities and skills are not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Maintains files, office records, and other official documents as required. Assembles materials from files and records for use in preparing reports, summaries, and tabulations.

Receives, maintains, stores, and inventories personal property of inmates. Runs reports and takes physical inventories as required. Releases inmate property and money upon their release or transfer from the facility as authorized by department policy. Depending on assignment, may write checks when inmates are transferred.

Inputs inmate information into computer system. Inputs changes and updates in the computer. Remove inmates from the computer system with proper authorization.

Distributes inmate uniforms, shoes, and general supplies upon initial incarceration. Maintains adequate inventory of necessary inmate supplies.

Monitors the ingress and egress of inmates, visitors, and staff; directs inmates to particular locations. Assists visitors by providing routine information and direction. Monitors inmate visitations.

DEPENDING ON ASSIGNMENT

May change outside trustee uniforms and shoes before and after reporting for work duties. Answer inmate request forms and deliver to pod officer. Make up weekend bags for inmates as required.

May prepare courtroom before sessions; attend court proceeding as required; maintains order in court; prevents unnecessary disturbances in the courtroom and adjacent areas; contacts appropriate personnel for assistance as needed.

May operate metal detection equipment and/or x-ray equipment as public entrances to court facilities; searches purses and briefcases as appropriate.

May direct court officials, jurors, witnesses, and the public to court assembly. Ensures that jurors wear identification badges.

Minimum Qualifications

- High School Diploma or GED
- One (1) year responsible work experience
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an

emergency.

Knowledge of business English, arithmetic, and modern office practices to include record keeping methods. Knowledge of computers and utilizing various computer programs.

Some knowledge of the legal system and legal terminology; courtroom proceedings.

Ability to maintain records and filing systems in an orderly and consistent manner.

Ability to work independently in carrying out assignments to completion. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationship with co-workers.

WORKING CONDITIONS

The work environment for this position is generally in a courtroom atmosphere, lobby of a court facility, or within a detention facility. This position has direct inmate contact.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Mostly sedentary work but some standing and walking may be required; constant use of a computer

Lifting-Able to lift 25 pounds

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Dexterity-Frequent repetitive motion and reaching

Emotional/Psychological- Potential contact with hostile individuals; direct inmate contact, exposure to emergency situations; frequent public contact; decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. Some job assignments may be shift work (days or nights) with rotating days off including working weekends, nights, holidays, and/or overtime; May be required to respond for any critical incident, manmade or natural