



Seminole County Sheriff's Office

RECORDS COORDINATOR

Class Spec Code: 1060

Established Date: 10/14/2020

Last Revised Date: 06/07/2023

Effective: 07/03/2023

Salary Range

\$19.97 - \$29.96 Hourly

Bargaining Unit

N/A

EEO

EEO4-Technicians

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Technical work in the validation process of agency generated FCIC/NCIC entries within Records.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is 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.

Compares case files with FCIC/NCIC entries to verify integrity of the entry.

Corrects, modifies or cancels information in FCIC/NCIC entries.

Researches missing case information within various in-house and access granted systems.

Calls complainants to verify that the entries should still be active or inactive. Maintains

contact with agencies and investigators.

Validates all entries within the FCIC/NCIC information system.

Generates biannually scheduled UCR reports.

Assists the Terminal Agency Coordinator during audits.

Read and comprehend legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons, and other legal writs

Coordinates with the Seminole County Clerk's Office to ensure removal of dismissed or inactive FCIC/NCIC entries.

Assists in the function of Records Specialist as needed and may serve as acting supervisor in the absence of the Records Supervisor.

Minimum Qualifications

- Associate's Degree; Bachelor's Degree preferred
- Three (3) years' experience with E-Agent
- Consideration may be given to equivalent combination of related training, education and experience
- Must be able to become E-Agent, N/FCIC and DAVID certified within two (2) months of employment
- 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.

Extensive knowledge of E-Agent. Knowledge of FCIC/NCIC operations, Café, DAVID and Florida Statute 119.071.

Ability to maintain effective files, records and reports; to work independently in carrying out assignments to completion; to make decisions based on factual data; to establish and maintain effective working relationships with co-workers and interagency personnel. Customer Service skills and knowledge of word processing and data base software packages particular to the division/unit assigned.

WORKING CONDITIONS

The work environment for this position is in an office atmosphere. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility -Mostly sedentary work but some standing and walking; constant use of a computer; May be required to drive an agency vehicle

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 - Frequent public contact; decision-making and concentration

Special Requirements - Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime.