



Seminole County Sheriff's Office

SR CIVIL SPECIALIST

Class Spec Code: 1050

Established Date: 08/09/2021

Last Revised Date: 05/05/2023

Effective: 08/25/2023

Salary Range

\$18.15 - \$27.23 Hourly

Bargaining Unit

N/A

EEO

EEO4-Professionals

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Specialized data entry and accountability to include limited accounting work in the auditing, processing, and maintenance of civil process and compilation of related reports.

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 functions and responsibilities as deemed necessary.

Responsible for ensuring the Civil Sections financial duties to include billing appropriate contacts and ordering section supplies are accurately and appropriately documented.

Responsible for Quality Assurance of all Writ of Executions (Levies) to ensure the packet is accurately compiled, researched, and proper fees have been collected prior to final supervisor review and approval.

Performs other duties as required or as may be necessary for the efficient and effective performance of the position.

Receive and properly distribute civil process received from attorneys and other jurisdictions/agencies for service in Seminole County. Enter court documents into computer databases and maintain files and records of court documents.

Properly prepare and distribute court returns of service. Insure proper billing for the service of process.

Compiles various reports on a daily and weekly basis to include statistical reports.

Completes FDLE validations for Injunctions for Protection.

Prepares Writ of Executions, Writ of Possessions, Writ of Replevins, and all other writs and documents issued from the court.

Properly document/control distribution of payments or auction fees. Prepare and maintain files for Sheriff's Sales (auction) to ensure accurate financing accountability.

Enter and maintain entries of Injunctions for Protection into NCIC/FCIC, CAFÉ, Civil Serve and other required databases.

Coordinates with the Clerk of Court or other law enforcement agencies and enter Injunction related court process and Ex Parte Marchman Act or Baker Act court orders into Civil Serve, FCIC/NCIC (when appropriate) and Cafe.

Compiles biographical data using agency databases and other resources to provide

information to enforcement personnel and Civil Process Officers to assist in the location of persons who are the subject of Ex Parte or Injunction related orders.

Takes telephone calls, responds to email correspondence, interacts with the public and answers related inquiries from the public, agency personnel and agency partners.

Performs the retrieval and storage of court documents and internal filing.

Performs all other duties as assigned or required.

Minimum Qualifications

- Five (5) years of continuous service at SCSO as a Civil Specialist
- Must have Meets Standards or higher overall on the most recent Performance Evaluation
- Must have no verbal or written reprimands within the last year to include formal corrective action plans
- Administrator level of proficiency within Civil Serve
- Maintain process server continuing education, full access FCIC/NCIC, and Notary Public certifications
- Ability to type at least 30 correct words per minute
- 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 included 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, spelling, punctuation, modern office practices and procedures.

Knowledge of data entry and accounting practices and principles. Knowledge of Microsoft Office or other computer spreadsheet programs.

Ability to work independently to achieve accurate and timely results.

Ability to maintain detailed and accurate records in addition to maintaining the effective filing procedures.

Ability to communicate effectively with Departments/Divisions, outside agencies and the general public.

Ability to follow oral and written instructions and to make decisions based on factual data.

Ability to present ideas clearly and concisely, both orally and in writing.

Ability to adhere to prescribed routines and practices. Ability to maintain accurate and detailed financial records.

Ability to organize and assemble data to prepare accurate reports, summaries, and tabulations. Ability to maintain confidential records and reports.

WORKING CONDITIONS

The work environment for this position is in an office atmosphere and the duties to be performed are largely in a sedentary

position. Occasional lifting of 25 lbs. or less may be required. Periodically this position will require the employee to accompany a Civil Detective into the field to assist in documenting Levy/Replevins.

Work is generally performed during normal business hours although the employee 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

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 respectfully 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, night and/or occasional overtime