



## Seminole County Sheriff's Office

### SR FIELD SERVICE SPECIALIST

Class Spec Code: 1050

Established Date: 05/17/2023

Last Revised Date: 06/19/2023

Effective: 07/06/2023

#### Salary Range

\$18.15 - \$27.23 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

Non-sworn law enforcement work collecting information from minor crime scenes where no criminal suspects or offenders are on the scene.

#### 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.***

Responds to minor crime scenes and collects information and begins evidence processing to include fingerprinting, photographing and canvassing neighborhoods. Prepares reports and collects detailed statements from victims and witnesses.

Directs traffic or substitutes for school crossing guards as determined by patrol supervisor.

Upon completion of training, issues parking citations.

Assists in non-hazardous area searches as required.

Gives depositions and testifies in court.

Assist with office duties in the absence of the Regional Secretary or Building Service Officers depending on assignment.

### **Minimum Qualifications**

- Five (5) years of continuous service at SCSO as a Field Service 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
- 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 criminal justice system and associated terminology; of crime scene processing and evidence

handling/collection procedures; of county transportation/road network system.

Ability to establish and maintain an effective working relationship with supervisor, co-workers, and the general public; to communicate effectively both verbally and in writing; to follow instructions and to work independently as required.

Skill in report writing and have a good working knowledge of computers and work related programs, such as Café, Mobile CAD, and TUCSON.

Considerable knowledge of applicable county codes and zoning ordinances. Knowledge of legal descriptions as they relate to the enforcement of regulatory codes. Ability to research property history and access data using computer databases.

Ability to deal with the general public in adverse situations, exercising a high degree of tact, diplomacy, and persuasion and the ability to use good judgment in seeking compliance.

### **WORKING CONDITIONS**

The work environment for this position is in a Sheriff's Office marked non-emergency vehicle. The position requires extensive driving. Lifting of at least 25 lbs. without assistance may be required to deploy and pick up the Region traffic trailer. The nature of this position requires the Field Service Officer to report directly to the field when starting their workday. Calls for service are generally assigned

via radio calls and the MCT (Mobile Computer Terminal.)

## **PHYSICAL ATTRIBUTES REQUIREMENTS**

***Mobility***-Frequent standing, walking, stooping, bending, climbing stairs, driving; constant use of a computer

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

***Hearing/Talking***- Requirement to hear normal speech; hearing on telephone and radio; talking on telephone/radio or during presentations

***Emotional/Psychological***-Potential contact with hostile individuals; 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

***Environmental***-Exposure to varied weather conditions