



PASCO SHERIFF'S OFFICE
POSITION DESCRIPTION



POSITION NUMBER: 599

Retirement Class Code: HA (Regular Risk)

Class Title: Criminal Process Technician

Type of Position: Civilian

Pay Grade: H30

1. Workweek: Full-Time (40 hours)

2. FLSA: Non-Exempt from overtime

3. EEO Category: 06 (ADMINISTRATIVE SUPPORT)

4. Department: Criminal Process Section

5. Section/Org Code: Compensation; Org. Code 8810

6. Location: Land O'Lakes

7. Job Summary: Civilian position that is responsible for receiving and disseminating emergency information and criminal justice information (CJI) via FCIC/NCIC, the information radio, telephone and/or One Solution CAD system. Ensures the processing, entering and tracking of all FCIC/NCIC Hot Files, including writs of bodily attachment for child support, missing persons, and protection orders. Completes all protection order dismissals and warrant recalls as directed by the Clerk of Court and State Attorney's Office. Tracks the progress of all subjects arrested in other jurisdictions on warrants/writs maintained by the Pasco Sheriff's Office and makes proper notifications for transportation arrangements.

8. Working conditions: Standard office setting within the detention center.

9. Position reports to: Criminal Process Supervisor or Criminal Process Assistant Supervisor

10. Position directly supervises: None

11. Education and Experience: High School or Equivalent (Diploma/General Equivalency Diploma) required. Computer skills and ability to type at a speed of 35wpm or greater required. Full Access FCIC/NCIC certified preferred. Must achieve and maintain Full Access FCIC/NCIC certification and DAVID access upon hire. Must maintain a valid Florida Driver License at all times. Unescorted CJIS clearance as authorized by FDLE is required.

12. Illustrative duties and responsibilities:

90% DUTY AREA - ADMINISTRATIVE: Main Job Functions: Illustrative Tasks: Member will use FCIC/NCIC function to enter, confirm, modify, clear, query, disseminate or cancel records in FCIC/NCIC per agency and FDLE policy. Send/ approve administrative messages as required to in-state and out of state agencies requesting/ providing information via FCIC/NCIC system as well as, accurately complete and submit FCIC/NCIC related documentation in accordance with standards mandated by state/ federal authorities and consistent with agency policies and procedures. Enter Probable Cause Affidavit's into One Solution system. Create calls for service as outlined in section manuals. Verify documents/ correspondence for completeness/ accuracy, to include documents received or created by another member. Disseminate information on PSO social media outlets. Monitor and complete name candidating in RMS after hours. Maintain logs of radio transmissions, phone calls, messages from agencies outside the state of Florida, maintain Criminal Histories logs. Coordinate with other Law Enforcement agencies. Maintain confidential files/information. Assist and complete emergency functions as assigned.

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10% DUTY AREA – CLERICAL / GENERAL: As part of everyday duties, but not the focus of the position: **Illustrative Tasks:** Maintain work areas; participate in meetings and training; complete, update, and submit required reports/documents/forms; complete time sheet; utilize all resources available to investigate and ensure accuracy of documents; operate standard telephone console; maintain confidential files/information; provide assistance to the public/agency members/other agency personnel; send/receive faxes; generate copies; shred documents; accept supervision and direction; abide by the code of ethics; have knowledge of and adhere to General Orders/Policy/Procedure/Directives.

13. Associated knowledge, skills and abilities:

KNOWLEDGE OF:

- JMS
- Radio procedures
- Geographic locations
- Office policy and procedures
- Florida Statutes/County Codes
- Human Diversity awareness
- CJIS Security Policy
- Emergency procedures
- FCIC and NCIC policy and procedures
- PSO Central Square Software
- DAVID
- CLERICUS
- Department of Corrections Website
- Effective methods of collecting data

SKILLED IN:

- Relating to the public
- Listening and comprehending instructions
- Interpersonal skills
- Multitasking
- Verbal and written communications (express/convey direction or instructions clearly and effectively)
- Typing (minimum 35 words per minute)
- Clericus
- FCIC/NCIC
- RMS
- OpCenter
- Operation of a personal computer, peripheral equipment and assigned software
- Prepare documents, forms, reports, and statistical data

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ABILITY TO:

- Clearly speak, understand, read, and legible write English
- Work independently and in a group
- Communicate effectively on the phone and radio
- Operate a motor vehicle
- Possess short/long term memory
- Perform routine mathematical computations
- Use independent judgment and make technical and professional decisions
- Plan, organize, and bring assignments to completion
- Listen to and comprehend radio traffic
- Establish and maintain cooperative working relations with co-workers
- Retrieve information from various sources (CAD, RMS, document imaging, physical files)

MINIMUM PHYSICAL AND OTHER REQUIREMENTS

The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 30 lbs.
- Occasionally bend, squat, reach, kneel or twist.

Other Requirements:

- 20/40 vision (corrected/uncorrected)
 - Ability to hear conversation at a normal level (assisted or unassisted)
 - Ability to work shift work
 - Ability to work in hazardous conditions
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14. Equipment or machines routinely used in this position: Agency vehicle, cell phone, Telephone; agency, Computer, printers, multiple agency software programs; FDLE software programs; calculator; photocopier; facsimile machine.

15. Amount and type of supervision position receives: Employee works under moderate guidance and supervision from the Criminal Process Supervisor or the Criminal Process Assistant Supervisor

16. Review procedures: Work is reviewed upon completion and/or periodically by the Criminal Process Supervisor or the Criminal Process Assistant Supervisor. Receives a formal written performance appraisal in accordance with General Order 35.1.

17. Essential Tier Response: Tier 1 - Key and Mission Essential: This position designation is for those that are needed to ensure the immediate and continued support for operations and mission essential functions within the agency. It is necessary for this position to perform duties

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of leadership, specialized functional support, or subject matter expertise required to sustain the organization.

18. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are estimated annual averages and as such are subject to periodic fluctuations. This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this job. Duties, responsibilities and activities may change at any time with or without notice.

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