



**PASCO SHERIFF'S OFFICE
POSITION DESCRIPTION**



Position Number: 676

Retirement Class Code: HA (Regular Risk)

Class Title: Public Records Specialist

Type of Position: Civilian

Pay Grade: H40

1. Workweek: Full-Time (80 hours bi-weekly)

2. FLSA: Non-Exempt from Overtime

3. EEO Category: 06 (Administrative Support)

4. Department: Records

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

6. Location: Land O' Lakes

7. Job Summary: Clerical civilian position responsible for the intake, processing, coordination, and response to Florida Statute public records requests; responsible for redacting public records including body worn camera video, audio recordings, and any other responsive records, consistent with Florida Statutes and the Florida Constitution; receiving, processing, and providing criminal discovery to the State Attorney, Public Defender, or private counsel pursuant to State Statutes; processing and providing all internal requests for litigation documents.

8. Working conditions: Works in a standard office environment.

9. Position reports to: Public Records Supervisor

10. Position directly supervises: None

11. Education and Experience: High School Equivalent (Diploma/General Equivalency Diploma) is required. Computer knowledge and experience is required. Knowledge of Florida public records laws and records retention schedules is required. GovQA and Evidence.com knowledge preferred. Bilingual in Spanish preferred. This position must maintain a Valid Florida Driver's License at all times. Unescorted CJIS clearance as authorized by FDLE is required.

12. Illustrative duties and responsibilities:

90% DUTY AREAS - RECORDS: Illustrative Tasks: Reviews, inputs into GovQA, coordinates, and redacts, as applicable, public records requests and subpoenas for records housed throughout the agency, to include all items in Evidence.com, pursuant to Chapter 119, Florida Statute. Upon release of a redacted or upon withholding a document, provides the requestor with the statutory authority for any such redaction or withholding of a document. Corresponds with parties requesting public records; seeks clarification on unclear or large requests; prepares cost estimates and final invoices in connection with public records requests; collaborates with agency personnel to ascertain the volume and nature of responsive records; identifies record holders and locations of records; determines best strategies to collect all responsive documents from document custodians. Responds to requests by governmental agencies for records housed in all agency units. Responds to criminal discovery requests for records housed throughout the agency. Utilizes agency software to identify, redact, and complete public records requests. Utilize Agency's public records software to respond to public records requests. The member researches, compiles, and disseminates the appropriate agency records and associated reports to the State Attorney's Office daily. The member correctly operates CCIS, OpsCenter, RMS, CJIS and CAD systems, or any other local or agency system as applicable, accurately retrieving or entering information in a timely manner and in accordance with all applicable State laws / directives / regulations / procedures and agency policies. If applicable, the retrieved information is disseminated to the authorized requester

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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or other appropriate individual in a timely manner. The member will research, organize, summarize, and assemble requested information/documentation from various files and sources, forwarding the completed work product to the appropriate personnel/authority in a timely manner as requested.

The member will correctly process applicable incoming and outgoing documents and/or files in a timely manner consistent with supervisory direction and/or agency policies/procedures. Perform duties during absence of supervisor/co-worker. Complete assignments as directed; perform other duties as needed. Disseminate criminal discovery to State Attorney's Offices and defense attorneys.

During review and/or redaction of body worn camera video footage, this position may be exposed to disturbing/sensitive video/images.

10 % DUTY AREAS - GENERAL: Illustrative Tasks: Sort and distribute incoming mail; Pick up and sort outgoing mail; Utilize in-house computer system; Maintain computer files; Complete time sheet calculations; Maintain work areas; Participate in meetings and training. Accepts supervision and direction from supervisors in a positive, receptive manner and in accordance with agency policies.

13. Associated knowledge, skills and abilities:

KNOWLEDGE OF:

- General Orders/Policy/Procedure manuals
- Computer software and Office equipment
- Human Diversity Awareness
- Public Records laws
- Criminal Discovery process
- Redaction software

SKILLED IN:

- Organizing, tracking, and maintaining information, data, materials, etc.
- Contact with public and interacting positively and effectively with staff of all levels
- Task organization and time management
- Review of public records for statutory redactions.
- Redacting public records (documents, media, body worn camera) consistent with applicable law
- Utilizing redaction software
- Handling confidential and sensitive information

ABILITY TO:

- Communicate effectively
- Operate a personal computer, peripheral equipment and assigned software
- Prepare documents, forms, reports and statistical data
- Perform routine mathematical computations
- Use independent judgment and make technical and professional decisions on a daily basis
- Ability to clearly speak, understands, read, and legibly write English

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Possess short/long term memory
Plan, organize and bring assignments to completion

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 25 lbs.
- Frequently bend, squat, reach, kneel or twist

Other Requirements:

- 20/40 vision (corrected/uncorrected)
- Ability to hear conversation at a normal level (assisted or unassisted)

14. Equipment or machines routinely used in this position: Agency vehicle, cell phone, telephone, agency computer, agency software programs; calculator; photocopier; scanner; facsimile machine.

15. Amount and type of supervision position receives: Employee works under moderate guidance and supervision from the Public Records Supervisor.

16. Review procedures: Work is reviewed upon completion and/or periodically by the Public Records Supervisor or designee. This position receives a formal written performance appraisal in accordance with General Order 35.1.

17. Essential Tier Response: Tier 3 - Non-Mission Essential: This designation is for those positions that provide routine sustainment support to the organization but will not degrade the organization's mission success

18. Remote Work. Position has option for remote work with bureau commander approval. Employees authorized for remote work may be required to return to the office periodically or upon request when needed, and any decision to allow remote work remains in PSO's absolute discretion and may be subject to change at any time.

19. 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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