HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Seasonal Clerk

Job Code: U7532
Pay Grade: XA
Pay Scale: $15.00-$25.00 Hourly; $31,200.00-$52,000.00 Annually
Exempt: No

OVERVIEW

The program begins with a mandatory attendance of a half day Summer Employment Orientation and 8 weeks of paid temporary employment at the Sheriff's Office. Work assignments are available in various Sheriff's Office and partnered locations. Summer Employment duties are determined by the assigned manager.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Perform basic clerical computer operations using word processing, spreadsheet, database management, and other applications.
- Operate office equipment such as copiers, telephones, scanners, and shredders.
- Support counselors and activity instructors with daily enrichment activities to promote individual child development while at summer camp.
- Shadow Sheriff's Office employees and/or partnered location employees in the workplace in order to learn about different career development options.
- May access materials of a confidential nature, generally limited to typing and filing, as required.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of frequently used office computer technology including Windows, Internet, and Office software applications.
- Ability to meet the specific requirements of the work assignment.
- Ability to report to work on time.
- Ability to maintain confidentiality.
- Ability to complete assignments as directed.
- Ability to always conduct oneself in a professional manner with both internal and external entities.
- Ability to always present a professional appearance (e.g., grooming, business casual dress).

SKILLS

- Computer Literacy
- Email Management
- Spreadsheet Software
- Word Processing Systems

WORKING CONDITIONS

- Working within a law enforcement agency environment.

- May be required to remain in a stationary (e.g., sitting, standing) position for extended periods of time at a keyboard or workstation.
- May be required to engage in light physical exertion (e.g., frequent lifting, carrying, pushing and/or pulling of objects and materials of light weight from 1 to 10 pounds).

MINIMUM EDUCATION & EXPERIENCE

- Current enrollment in high school.

OR

- Possession of a high school diploma or GED certificate.

Additionally, the following is required:

- 16 to 19 years of age.
- Electronic Application including:
- Reasons for wanting to work at the Sheriff's Office,
- Activities you are involved in at school and/or outside of school, and
- What your goals are after high school/GED obtainment.
- Most recent Grade Report from school.
- 2 Recommendation Letters:
- From school personnel/community organization/community leader/church.
- Addressed to the Hillsborough County Sheriff's Office (HCSO) or explicitly reference the Seasonal Clerk Program.
- A recent letter of recommendation.

Note: A background check will be completed to qualify for temporary employment. An evaluation will be completed by the assigned manager after participation in the Summer Employment program that may determine future participation and/or employment.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.