HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Identification Clerk

Job Code: W0109
Pay Grade: WG
Pay Scale: $18.76-$28.50 Hourly; $39,020.80-$59,280.00 Annually
Exempt: No

OVERVIEW

Perform local criminal history checks and record fingerprints.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Perform local criminal history check requests for the public via walk-in (e.g., in person, face-to-face), online portals, or fax requests.
- Roll and record ink fingerprints of the public for employment, volunteer, and licensing purposes.
- Use Electronic Live Scan equipment to record fingerprints for applicant purposes.
- Review forms, documents, and other materials for accuracy.
- Provide assistance to staff and public as required.
- Respond to inquiries and search files for requested information.
- Access materials of a confidential nature, generally limited to typing and filing, as required.
- Operate office equipment such as copiers, telephones, scanners, and shredders.
- Operate data processing computer equipment and software as well as other sources to process and obtain information.
- Perform basic clerical computer operations using word processing, spreadsheet, database management, and other applications.
- Train, provide guidance, and review the work of others for completeness and accuracy.
- Perform other clerical duties such as photocopying and sending, receiving, sorting, and distributing mail.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of proper cash handling procedures.
- Working knowledge of practices used to receive and assess calls for assistance.
- Working knowledge of departmental policies and procedures.
- Working knowledge of English grammar, punctuation, and spelling.
- Working knowledge of frequently used office computer technology including Windows, Internet, and Office software applications.
- Ability to be customer service oriented.
- Ability to work as a team player in a fast-paced environment.
- Ability to roll and record prints with a high level of clarity.
- Ability to prioritize tasks coming from different sources.
- Ability to stand for extended periods of time.
- Ability to proof own work and the work of others.
- Ability to instruct new employees.
- Ability to operate data processing and software equipment.

- Ability to use general office equipment and to perform a variety of clerical duties such as answering telephones, filing, copying, scanning, receiving and sorting mail, inventorying, and ordering supplies.
- Ability to type.
- Ability to organize and maintain paper and electronic files and records.
- Ability to take and transcribe notes rapidly and accurately.

SKILLS

- Microsoft Word
- Data Entry
- Problem Solving
- Communication
- Document Processing
- Computer Operations
- Fingerprinting
- Customer Service

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Two years of clerical or customer service experience.

OR

- A high school diploma or possession of a GED certificate.
- Successful completion of a secretarial, business and office technology, or office professional training program.
- One year of clerical or customer service experience.

OR

- An associate's degree from an accredited institution of higher education.
- One year of clerical or customer service experience.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

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.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

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.