HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

# Senior Public Records Specialist

**Job Code:** W2781
**Pay Grade:** WK
**Pay Scale:** $23.52-$35.97 Hourly; $48,921.60-$74,817.60 Annually
**Exempt:** No

## OVERVIEW

Manage public records requests while processing sensitive materials through redaction, legal audit, and secure release.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Serve as a subject matter expert on processing records for public release.
- Analyze, classify, and process incoming public records requests to determine the appropriate internal area(s) for retrieval.
- Coordinate records retrieval and ensure timely responses in compliance with Florida Statute chapter 119.
- Prepare, redact, audit, and release a wide range of record types, including written, electronic, audio, and video records.
- Utilize approved programs to redact streaming media (e.g., dashcam, surveillance footage, interviews).
- Manage invoicing by balancing and finalizing charges, distributing invoices and recording payments.
- Coordinate with the Public Affairs Office (PAO) to process media requests from accredited outlets.
- Process subpoena requests, including logging, analyzing, coordinating area redactions, applying subpoena watermarks, auditing, invoicing, and securely releasing records upon payment.
- Process Capital Collateral Regional Counsel (CCR) requests by coordinating with areas, compiling records, and forwarding them to the state repository.
- Maintain accurate request tracking and closure in GovQA for all assigned cases.
- Maintain the confidentiality and security of sensitive and protected information.
- Research and retrieve telephone and radio recordings for training and to provide records and evidence in support of law enforcement investigations.
- Appear in court in response to subpoenas served by the State Attorney's Office, Public Defender's Office, and private attorneys regarding the authenticity and integrity of 911 audio recordings.
- Maintain knowledge of applicable statutory requirements governing the identification and redaction of confidential and exempt information, including Florida Statute 365.171.
- Perform other related duties as required.

## KNOWLEDGE & ABILITIES

- Extensive knowledge and practical application of Florida Statute 119 (public records law).
- Proficiency with records management, redaction, and productivity software, as well as other agency systems used for data and case management.

- Some knowledge of law enforcement terminology.
- Knowledge of agency policies, procedures, records management practices, and general office operations.
- Ability to handle confidential information appropriately and exercise sound judgement under pressure.
- Ability to multitask.
- Ability to work effectively with others and assist with training.
- Ability to proofread, review, and analyze records for accuracy, completeness, and compliance.
- Ability to manage multiple requests and meet deadlines in a high-volume environment.

## SKILLS

- Written Communication
- Data Entry
- Detail-Oriented
- Multitasking
- Public Records
- Task Organization
- Verbal Communications

## 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.
- Four years of clerical experience.

OR

- An associate's degree from an accredited institution of higher education.
- Three years of clerical experience.

## REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

## REQUIRED POST-EMPLOYMENT TESTING

- Completion of Criminal Justice Information System (CJIS) and Health Insurance Portability and Accountability Act (HIPAA) certifications, to be obtained within six months of appointment.

## 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.