

JOB NOTICE

The **Gulf County Sheriff's Office** is accepting applications for a full-time Administrative Support Staff/Records Custodian position. An application and complete job description is available at the Gulf County Sheriff's Office or online at <http://www.gulfsheriff.com/resources.cfm>. Application deadline is Monday, November 23, 2020, 4:59 pm ET. Applications must be submitted or mailed to the Gulf County Sheriff's Office, ATTN: Capt. Chris Buchanan, 418 Cecil G. Costin, Sr., Blvd., Port St. Joe, FL 32456. For more information, please contact Capt. Chris Buchanan at 850-227-1115 ext. 2728. Gulf County Sheriff's Office enforces a Drug-Free Workplace Policy and is an Equal Opportunity Employer.

GULF COUNTY SHERIFF'S OFFICE

Job Description

Job Title:	Administrative Support/Records Custodian
Hours of Work:	Full-Time; Monday-Friday 9:00am to 5:00pm
Rate of Pay/Benefits:	\$30,500/year; Florida Retirement System; Health Insurance; Dental Insurance; Life Insurance, Deferred Compensation and Employee Assistance Program. Annual Leave, Sick Leave and Holidays.

Job Duties:

1. Support the agency's administration and operations.
 - May greet visitors and address their inquiries or direct them to appropriate individuals according to their needs
 - Provide administrative support including responses to public inquiries, screening calls, acting as a liaison between citizens, staff, and supervisors
 - Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
 - Review and verify source materials to determine accuracy and completeness of information; follow up to correct or complete data of all database entries
 - Input information into databases; maintain records in databases
 - Manage paper or maintain electronic filing/scanning systems and recording of information
 - Operate office equipment, fax machines, scanners, copiers, and may arrange for repairs when equipment malfunctions
 - May conduct minor research, collect information on non-technical, operational, or administrative issues and type summary of research findings
 - Enter, update, process, and maintain records, files, applications, and/or forms
 - May sort and distribute inter-office mail
 - May notarize documents
2. Receive and process public record requests.
 - Build files in order to properly and accurately log and document incoming public record requests
 - Promptly acknowledge all public record requests
 - Research and compile agency records from various entities within the Sheriff's Office
 - Redact exempt and confidential information according to Public Record Law
 - Keep accurate records of all requests and correspondence as well as records provided in response to public record requests
 - Actively monitor caseload to ensure timely processing of all requests
 - Apply a strong working knowledge of F.S. 119, Public Record Law

3. Review, maintain, and prepare records.
 - Performs duties of Records Custodian, including testifying in Court
 - Organizes and maintains archived paperwork and ensure they are destroyed properly according to the state schedule
 - Assists agency with determining proper destruct dates, verifying the proper schedule, and conducting the proper research when necessary
 - Reviews report entries for accuracy in factual information, spelling, grammar, punctuation and proper Uniform Crime Reporting (UCR) code entry
 - Properly code reports for entry into the Uniform Crime Reporting System
 - Accurately enters and/or retrieves information from job specific computer systems
 - Ensures reports are forwarded to the State Attorney's Office, Clerk of Court, Medical Examiner's Office, etc.
 - Receives official documents from the Clerk of Court and ensures proper entry into the database and distribution of documents to the appropriate personnel/division

4. Register and maintain the records of registered felons, career offenders, sexual offenders and sexual predators.
 - Ensures that all sexual predators, sexual offenders, and career offenders within Gulf County are following the requirements of registering their location of residence
 - Interviews sexual predators, sexual offenders, and career offenders in an effort to obtain pertinent information related to residing address, employment, vehicles, current student status (if applicable), condition changes such as scars, tattoos, hair styles, facial appearances, etc.
 - Gathers obtained documentation for data entry from the individual and updates all applicable offender databases
 - Maintains and updates individuals' files by uploading all registration documentation in respective electronic files, and obtaining electronic signatures, photographs individuals and uploads to respective databases
 - Captures fingerprints and palm prints of sexual predator, sexual offender, career offender, and convicted felons during registration process
 - Verifies the address location, using an online mapping program, of sexual predators and sexual offenders
 - Responds to callers and other inquiries from law enforcement as needed and provides documents or information required
 - Performs research to maintain updates records and requires validation of records thoroughly to ensure integrity and accountability
 - Maintains a current working knowledge of sexual predator, sexual offender, career offender, and felon registration laws

5. Participate in Sheriff's Office community relations activities as directed.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work. This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities, as necessary.

Knowledge Skills and Abilities

- Ability to maintain a high level of confidentiality
- Ability to effectively communicate with the public, other agencies, and staff
- Ability to multi-task and prioritize work assignments
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Considerable knowledge of modern office business equipment and computer operations practices and procedures
- Knowledge and skills in the use of related software for use in word processing and data entry
- Good knowledge of grammar, punctuation, spelling, and formatting
- Accurate typing skills
- Knowledge of certain state statutes, laws, and ordinances
- General knowledge of the criminal justice system, including terminology, processes and procedures
- Ability to complete accurate work while meeting deadlines
- Ability to keep good records and maintain accurate, well-written documentation
- Time management, organizational, and problem-solving skills
- Strong attention to detail
- Ability to effectively and courteously interact with the public and fellow members
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

Minimum Requirements

- High School Diploma/GED
- Must have a current valid Florida Driver's License, or the ability to obtain one
- Successfully pass physical and pre-employment drug screen
- Successfully pass a background investigation
- Be able to type a minimum 35 wpm