



Santa Rosa County Sheriff's Office

5755 East Milton Road
Milton, Florida 32583



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|--------------------------|---|------------------------------|----|-----------------------|------|
| Position Title: | Administrative Clerk II | | | Position Code: | 4113 |
| Pay Range: | 10 - \$20,259.20 | Supervisory Position: | No | Shift Work: | No |
| Taxing Authority: | Santa Rosa County Board of County Commissioners | | | | |

GENERAL DESCRIPTION: Advanced clerical work.

ESSENTIAL JOB FUNCTIONS: Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

Maintain coordination between outside agencies and Sheriff's office;
Provide information to employees regarding maintained files;
Write or type routine reports;
Set up and maintain specialized records, files and computer data utilized by the agency;
Direct and convey reports to appropriate personnel for review;
Communicate with various offices and supervisors to ensure timesheets, reports, surveys, etc. are submitted in a timely manner;
Maintain various logs, records and data for preparation of documents, forms and reports;
Follow FDLE, state, federal, and local laws, rules, regulations, and guidelines with respect to release of criminal or other information;
Notarize witness statements or other applicable document pertaining to the assigned unit;
Write reports;
Handle walk-in and call-in citizens assisting them with needed information;
Log documents and perform validation of letters and reports;
Maintain records and files, sort paperwork;
Photocopy and distribute reports;
Type letters and progress reports;
File correspondence;
Answer phones and assist caller or direct to appropriate personnel;
Assist public and other agencies;
Enter data in NCIC/FCIC computer as required;
Perform related duties as required.

ESSENTIAL PHYSICAL SKILLS: Operate a typewriter and computer keyboard. Communicate using speaking, hearing and vision skills, use of data entry equipment; sit for extended periods.

ENVIRONMENTAL CONDITIONS: Office.



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KNOWLEDGE OF: Business English, spelling, computer and office machines.

ABILITY TO: Operate a computer.

SKILLS: Type; operate data entry equipment.

MINIMUM QUALIFICATIONS: Graduation from high school or GED. Three years experience in typing and data entry; type 35wpm.

CERTIFICATION: May require the ability to obtain and hold current certification in the NCIC/FCIC terminal course.

ADDITIONAL: Must pass a thorough background check including CVSA and physical exam. May require shift work.

amended: 07/06/06

Employee Signature & Date