

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

DAVID GEE, SHERIFF

Tampa, FL



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Job Title: Community Service Officer II
Job Code: W2784
Pay Grade: WI
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform a variety of paraprofessional investigative support duties within a district/division of the Sheriff's Office that promote efficient operations of the specific area, but do not require the direct involvement of a certified officer.

Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. 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. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Provide miscellaneous investigative support services to law enforcement detectives within the district/division to which assigned.
- Review, evaluate, and investigate reports and/or complaints in Versadex/RMS as assigned (e.g., missing children, missing adults, elders, fraud victims) to determine the next course of action; write incident reports; etc. as needed.
- Utilize latent databases (e.g., Accurant, Coplink, TECO files, FCIC/NCIC, FDLE, FSFN), Inmate Call System, and/or social media in order to obtain information pertaining to investigations.
- Communicate with external entities (e.g., local hospitals, mental health facilities, probation officers, other law enforcement agencies, financial and retail entities) in order to develop leads for further investigation.
- Generate subpoena requests for records relative to active investigations; respond to court hearings and depositions.
- Conduct neighborhood surveys and/or interviews with friends, family members, associates or complainants to develop leads; operate Sheriff Office vehicles in performance of official duties.
- Prepare and maintain internal and external alerts to communicate information regarding investigations.
- Respond to telephone inquiries.
- Perform other related duties as required.

Knowledge, Skills, and Abilities

- Working knowledge of office policies and procedures.
- Working knowledge of Florida State Statutes and county ordinances.

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- Working knowledge of record keeping and general office procedures.
- Some knowledge of the Criminal Justice System.
- Ability to conduct effective interviews.
- Ability to prepare and maintain logs, files, and reports.
- Ability to properly answer and route telephone calls.
- Ability to deal with the public in a tactful and courteous manner.
- Ability to use a computer and related software.
- Ability to safely operate a motor vehicle.
- Ability and willingness to work day or night shifts or non-standard work hours/days.
- Ability to work effectively with others.
- Ability to communicate effectively, both orally and in writing.
- Ability and willingness to work outdoors in a subtropical climate in adverse weather conditions.

Minimum Qualification(s)

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from high school or possession of a GED Certificate; and
Two years of experience in an investigative/law enforcement role; and
A passing score on pre-employment testing.

OR

An Associate's Degree from an accredited college or university; and
A passing score on pre-employment testing.

Note on Data Entry Testing: For the positions that require a data entry test, applicants must have either a passing score on a data entry test at 70 gross keystrokes per minute with 90% accuracy or 20 net words per minute on a typing test.

Additional Requirements

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a 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 criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.