

# HILLSBOROUGH COUNTY **SHERIFF'S OFFICE**

DAVID GEE, SHERIFF

Tampa, FL



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**Job Title:** Senior Records Data Specialist  
**Job Code:** W2788  
**Pay Grade:** WK  
**Exempt:** No  
**Probation:** Twelve-month initial probationary period

## **Job Overview**

Perform lead worker duties responding to requests and providing criminal history information to federal, state, and local law enforcement agencies and departments.

## **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.

- Respond to telephone, electronic, or teletype criminal history information requests from federal, state and local law enforcement agencies and departments related to warrants, vehicle registrations, missing persons, stolen vehicles/property, guns, license plates, boats aircraft, immigration status, injunctions, protection orders, and unidentified persons.
- Enter, modify, supplement, and cancel criminal history information in the Florida Crime Information Computer (FCIC)/National Crime Information Computer (NCIC) databases and notify law enforcement agencies or departments of actions taken as appropriate.
- Review all entries made by Law Enforcement Deputies through mobile reporting for special data processing entry within the Sheriff's Office internal Records Management System.
- Monitor Records Management System logs to ensure all entries are accurate and complete.
- Confirm requests that are sent nationwide over the state computer using a secured direct connect line to FCIC/NCIC.
- Request confirmations of potential hits of criminals in FCIC/NCIC.
- Perform duties at temporary emergency command centers during periods of emergency as required.
- Continually monitor pending information required from Law Enforcement Deputies for actions performed during their shift so that all actions are in compliance with rules and regulations.
- Provide guidance, training, and oversight of the work performed by subordinate staff.
- Perform other related duties as required.

## **Knowledge, Skills, and Abilities**

- Working knowledge of practices used to receive and assess calls for assistance.
- Working knowledge of federal, state, and county laws, ordinances, and regulations governing the dissemination of criminal information.
- Working knowledge of records management system standard operating procedures.

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- Working knowledge of effective communication techniques.
- Working knowledge of general office policies, procedures, and practices.
- Working knowledge of English grammar, punctuation, and spelling.
- Working knowledge of Agency policies, procedures, and guidelines.
- Some knowledge of law enforcement terminology.
- Ability to follow established procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to pay attention to detail.
- Ability to multitask.
- Ability to work effectively with others.
- Ability to handle confidential information.
- Ability to collect, organize, and evaluate data and develop logical conclusions.
- Ability to accurately assess situations and make correct decisions.
- Ability to accurately sort, retrieve, and file material using alphabetic, numeric, and chronologic systems.
- Ability to work under stressful conditions.
- Ability and willingness to work shifts to include nights, weekends, and holidays.
- Ability to use a computer and related software.
- Ability to train and oversee work performed by subordinates.

## **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 experience responding to requests for information using the Florida Crime Information Computer (FCIC) and the National Crime Information Computer (NCIC) Systems.

## **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.