

UNIFIED PERSONNEL SYSTEM

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Peggy Rowe
 Director

TO: The Honorable Chair and Members
 Of the Unified Personnel Board

FROM: Peggy Rowe, Director of Human Resources

SUBJECT: Additions, Classified to Exempt, Pay Grade Change, Title Changes, Revisions and Deletion of
 Class Specifications

DATE: August 24, 2012

As part of the Human Resources Department's ongoing project to revise the class specifications within the Pay & Classification Plan, it is recommended that the following class specifications be revised to reflect current duties and responsibilities. These changes are housekeeping in nature.

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
18106	Community Outreach & Customer Service Coordinator	CL18
21072	Deputy PAO Government Affairs & Staff Counsel	150

CLASSIFIED TO EXEMPT

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
23124	Tax Auditor	CL18	Tax Auditor	E11

PAY GRADE CHANGE

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>CURRENT PAY GRADE</u>	<u>RECOMMENDED PAY GRADE</u>
18520	Mail Services Supervisor	CL13	CL14

TITLE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
18662	Court Call Center Specialist 1	Customer Information Center Specialist 1	CL7
18664	Court Call Center Specialist 2	Customer Information Center Specialist 2	CL9
18682	Senior Court Records Specialist	Court Records Specialist, Senior	CL11
18796	Senior Finance Clerk	Finance Clerk, Senior	CL11
18738	Senior Court Clerk	Court Clerk, Senior	CL13

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
20600	Airport Firefighter	CL10F
20610	Airport Fire Lieutenant	CL15F
13760	Craftworker 3	CL13

DELETION

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
16860	Coastal Management Coordinator	PI

COMMUNITY OUTREACH & CUSTOMER SERVICE COORDINATOR

Job Code	Pay Grade
18106	CL18

Nature of Work

This is advanced supervisory level professional office/field social work. Work includes supervising and coordinating the work of staff assigned to special projects and community initiatives. Work also includes high level problem solving of customer complaints and client related referrals from the public, county administration and other departments. Position proactively serves as liaison between the department and community and includes a high degree of public contact. Work is performed with considerable independence within established policies and work procedures. The position reports to a senior management official, division director, or designee.

Minimum Qualification Requirements

- 8 years technical and professional experience in social casework or a related human service field; or
- Bachelor's degree in social work, psychology, sociology, or a related field and 4 years experience as described above; or
- Master's degree and 2 years experience as described above; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including weekends, evenings and compulsory work periods in special, emergency, and/or disaster situations.
- May be assigned work in the department's offices and various locations in the community.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to the position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, coordinates schedules, and supervises the work of a team assigned to special projects and/or community initiatives; assigns and evaluates the work of Eligibility Specialists, Senior Office Specialists and other team members.
- Mentors, coaches and trains employees in the work unit.
- Acts as the liaison with other community agencies involving initiatives the department is working on.
- Researches and resolves client complaints and customer service issues; serves as the department point of contact for special referrals that cannot be resolved by the usual means; ensures all special referrals are addressed in a timely manner; when appropriate enters findings into the County Assignment Tracking System (CATS).
- Identifies deficiencies in operations, business processes and customer service issues and makes recommendations for service enhancement and changes to policies and procedures;
- Prepares reports on work performed by unit and maintains accurate records on customer service issues received and disposition of each referral.
- Completes required reports and submits requests for reimbursements for grant funded programs.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of department policies and procedures.
- Knowledge of services offered by the Department of Health & Human Services as well as other community agencies.
- Knowledge of applicable laws including HIPAA and Public Records rules and regulations.
- Skill in conceptual and analytical thinking.
- Skill in customer service problem solving, documentation, listening, phone, conflict resolution.
- Ability to plan, coordinate and evaluate the services provided by the staff supervised by this position.

COMMUNITY OUTREACH & CUSTOMER SERVICE COORDINATOR (continued)

Job Code	Pay Grade
18106	CL18

Knowledge, Skills, and Abilities (continued)

- Ability to develop effective office or field work procedures.
- Ability to provide innovative thinking to solve complex problems.
- Ability to research problems and solutions to customer complaints and concerns.
- Ability to communicate effectively in verbal and written form.
- Ability to independently analyze and solve problems, and render effective advice or assistance.
- Ability to apply computer applications and software.
- Ability to work independently and make sound decisions within the parameters of department policies and procedures.
- Ability to communicate effectively with applicants, the public, and other community agencies.

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Created	EEOC Code	Overtime Code
9/12	Professionals	Classified/Excluded

DEPUTY PAO GOVERNMENT AFFAIRS & STAFF COUNSEL

Job Code	Pay Grade
21072	150

Nature of Work

This is highly responsible professional and legal work involving the coordination of intergovernmental affairs and the delivery of legal services of limited scope and complexity to the Property Appraiser's Office. An employee in this class represents the Property Appraiser in official matters with Florida State and Florida county agencies and local taxing authorities; administers the truth in millage (TRIM) process; provides review and preparation of routine legal documents; recommends and implements policy decision to ensure compliance with Florida law; prepares legal opinions; drafts proposed legislation; and advises the Property Appraiser on legal matters. The incumbent exercises a high degree of independent judgment and initiative in planning, developing, and implementing projects and policies. Responsibilities include ensuring the office is in compliance with Florida statutes and Department of Revenue rules, and acting as liaison to the taxing authorities during development of the property tax roll. The incumbent reports to the Property Appraiser or designee.

Minimum Qualification Requirements

- Graduation from an accredited law school with a Juris Doctor Degree and admission to the Florida Bar to include directly related education or training plus 5 years experience in a Property Appraiser's office or in the public sector; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to be capable to practice law in the State of Florida.
- Experience as a practicing attorney with emphasis in area of assignment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Manages, directs, and coordinates major subject matters within the Property Appraiser's Office.
- Assists Property Appraiser in interpreting laws, ordinances, rules, contracts, and legal documents.
- Conducts legal research concerning complex questions, problems, or projects; prepares reports and memoranda and expresses opinion or recommended course of action.
- Represents the Property Appraiser in official matters with the Department of Revenue, county agencies, municipalities, public officials, elected officials, and taxing authorities.
- Drafts complex correspondence and proposed legislation of a routine nature.
- Administers the Property Appraiser's TRIM process, including certification of forms for TRIM compliance and dissemination of the property tax roll and reports to the taxing authorities.
- Responds to legal questions characterized by well established facts, clearly applicable legal precedents, and matters of minor or routine importance.
- Monitors court cases, proposed legislation, and legislative changes relevant to the office.
- May assist the County Attorney in building a case or preparing pleadings, discovery documents, motions, briefs, leases and contracts, and other legal documents, including making recommendations related to answers and affirmative defenses in matters involving litigation of a routine nature.
- Manages the office's records management program as the records management liaison officer (RMLO) to ensure compliance with Florida Sunshine Laws, to include review of retention and destruction of documents and response to public records requests.

DEPUTY PAO GOVERNMENT AFFAIRS & STAFF COUNSEL (continued)

Job Code	Pay Grade
21072	150

Illustrative Tasks (continued)

- Drafts and maintains office policies and procedures to ensure compliance with Florida law and office requirements.
- Directs the documentation of operating procedures for Property Tax Roll records, and coordinates the annual Property Tax Roll calendar.
- Directs the documentation of office procedures.
- May review complex homestead fraud investigations and separate family unit claims.
- May review recommendations for tax roll adjustments as a result of title search or through conference with property owners.
- May assist with drafting and providing office training on various topics.
- May represent the office in delivering speeches and training sessions with outside organizations and government agencies.
- Represents the office in meetings with governmental agencies and the private sector that involve area of responsibility.
- Organizes and coordinates special projects and tasks
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the laws of Florida, common law, local legislation pertaining to Pinellas County, administrative law and regulations, local government law, property law, and basic trust & estates law.
- Knowledge of the methods and techniques relevant to effective legal research and skill in identifying as well as analyzing information, and ability to express sound judgments based upon findings.
- Knowledge of public administration, management and supervisory techniques.
- Knowledge of the function of the Property Appraiser's Office and the property tax roll.
- Knowledge of proper grammar rules and legal citation standards.
- Ability to deal tactfully and effectively with county and municipal elected officials, employees, court officials and the general public to establish and maintain effective working relationships with superiors, fellow employees, other organizations, and the general public.
- Ability to plan, organize, delegate, and supervise in a manner conducive to full performance and high morale.
- Ability to analyze, interpret and compose clear and concise oral and written communications.
- Ability to apply computer applications and software.
- Ability to work independently.

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Created	EEOC Code	Overtime Code
9/12	Officials & Managers	Exempt

TAX AUDITOR

Job Code	Pay Grade
23124	E11

Nature of Work

This is technical work involving the auditing of accounts registered with the Tax Collector's Office with respect to the Pinellas County Tourist Development Tax. Employees in this position measure compliance with the tax returns submitted by the taxpayer for a specified period. Incumbent performs work under the general supervision of the Tax Auditor Manager and the Tax Collector and requires independent judgment to accomplish requirements for job completion.

Minimum Qualification Requirements

- 6 years of experience in a Florida Tax Collector's Office, or Department of Revenue, or Department of Highway Safety & Motor Vehicles that includes an emphasis in audit/finance/business/accounting; or
- Associate's degree in business, finance, accounting, public administration and 4 years accounting experience as described above; or
- Bachelor's degree in business, finance, accounting, public administration and 2 years accounting experience as described above; or
- An equivalent combination of training, education, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Must maintain FRVIS and FDLIS Access Authorization per Florida Department of Highway Safety & Motor Vehicles Procedure TL-57 and RS-64.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Schedules and performs scheduled field audits with selected businesses.
- Examines books, ledgers, bank statements and other materials used to measure income subject to the Tourist Development Tax.
- Communicates with taxpayers, accountants, bookkeepers and other personnel with knowledge of the taxpayers' books and records.
- Provides procedures and techniques to assist in ensuring registration compliance.
- Conducts desk audit investigations of non-compliance.
- Compares and analyzes results of the taxpayers records with the tax returns submitted to the Tax Collector.
- Assists Tax Auditor Manager on selected projects.
- Submits reports indicating results of audits and recommends appropriate actions, deficiency amounts, interest and penalties.
- May perform routine data or word processing operations which include encoding, entering and retrieving data or working with statistical packages or programs.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of accounting and bookkeeping procedures, practices and the variations of same utilized in the hotel, motel and living accommodations industry, including procedures of Realtors, and real estate management organizations.
- Knowledge of office procedures, methods, and equipment.
- Ability to apply computer applications and software.
- Ability to speak and comprehend technical accounting language and variations of same.
- Ability to be flexible in scheduling audits for the convenience of the taxpayer.
- Ability to represent the audit position of the Tax Collector's Office in a professional manner.

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Revised	EEOC Code	Overtime Code
6/09	Professionals	Exempt

MAIL SERVICES SUPERVISOR

Job Code	Pay Grade
18520	CL14

Nature of Work

This is supervisory work with delegated administrative responsibility. The area of assignment is under the Clerk of the Circuit Court. An employee in this position is responsible for staff working in two separate mail service locations providing oversight for a countywide centralized mail service operation. Employees in this class are responsible for planning, assigning, monitoring and reviewing the work of subordinate personnel assigned to pick-up, deliver, weigh, stamp and sort interoffice as well as official mail. Independent work decisions are made based on experience and knowledge of departmental operations, overall county operations knowledge, and U.S. Postal Rules. A supervisor in this class must make independent decisions as they are responsible for the management of two office locations with no direct higher level management on site at these locations. This position also has contact with many county departments and judicial offices. It is expected that the supervisor in this position cultivate relationships with these agencies and serve as an ambassador of good will for the Clerk's Office.

Minimum Qualification Requirements

- 3 years of experience in mailroom activities or indirect line supervision; or
- Associate's degree, plus 1 year of experience as described above, or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Physical strength sufficient to carry items normally distributed by the mail service.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, assigns, monitors and reviews the work of moderate size staff in the centralized mailroom consisting of multiple locations; evaluates and documents the performance of subordinate personnel.
- Provides information and services to other Appointing Authorities within Pinellas County.
- Prepares and processes departmental payroll.
- Balances, verifies cash till daily regarding stamp purchases made by employees.
- Works closely with staff to resolve employee related issues and to build a strong team.
- Writes and conducts staff evaluations.
- Establishes goals and priorities for the work group while striving to minimize time and costs.
- Determines courier routes, supervises courier pick-up services and deliveries, as well as performs routine mail clerk duties when required.
- Makes minor repairs and adjustments on mailroom equipment and arranges for mailroom equipment servicing and repair.
- Prepares refunds on mail processed by damaged meter machines and records and processes monthly mail service billings.
- Trains personnel in coordination with department management regarding delivery and mailroom procedures.
- Assists in gathering data for budget preparation, prepares departmental reports and keeps related records.
- Performs related duties as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles of office management and supervision.
- Knowledge of laws and rules of procedure related to internal and official mail services.
- Knowledge of operating departments and their locations within the county government.

MAIL SERVICES SUPERVISOR (continued)

Job Code	Pay Grade
18520	CL14

Knowledge, Skills, and Abilities (continued)

- Knowledge of automated office procedures and practices.
- Skilled in coaching, counseling and assisting employees to overcome job problems or performance deficiencies.
- Ability to maintain public relations in an effective, tactful and courteous manner.
- Ability to make sound decisions in accordance with laws and regulations and apply these to work problems.
- Ability to plan, organize and supervise the work of subordinates.
- Ability to provide information clearly and concisely, orally and in writing.
- Ability to develop effective office work procedures and training programs and prepare statistical tabulations and reports.
- Ability to train and supervise the work of subordinate employees.
- Ability to understand and provide information both orally and in writing.

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Revised	EEOC Code	Overtime Code
9/12	Administrative Support	Classified/Excluded

CUSTOMER INFORMATION CENTER SPECIALIST 1

Job Code	Pay Grade
18662	CL7

Nature of Work

This is specialized clerical work involving data entry, filing and the processing of a variety of legal documents, in accordance with Florida Statutes, Rules of the Court and other pertinent authorities, performed in an automated work environment. Areas of assignment could be any of the departments under the Clerk of the Circuit Court. A strong knowledge of departmental policies and procedures is required to handle problems or difficult customer contacts; decisions are made within established guidelines and procedures.

Minimum Qualification Requirements

- 1 year experience in clerical work which includes customer service experience; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position (such as Customer Information Center Specialist 2) within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Performs typing/data entry, retrieval of a variety of legal documents contained on Clerk's office website.
- Provides information and services to general public, and responds to inquiries and requests from attorneys, litigants and the court.
- May perform a variety of tasks related to an automated office environment.
- May perform file management and inventory control tasks.

Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Basic knowledge of Florida Statutes, Rules of Court and regulations pertinent to area of assignment.
- Knowledge of legal terminology, grammar, spelling and math.
- Knowledge of recordkeeping practices and procedures.
- Knowledge of automated office equipment, practices and procedures.
- Skilled in the operation of computers and keyboard data entry.
- Ability to provide quality customer service.
- Ability to follow instructions in accordance with laws, regulations and procedures.
- Ability to analyze and resolve problems and excellent communication skills.
- Ability to type with reasonable speed and accuracy.

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Revised	EEOC Code	Overtime Code
9/12	Administrative Support	Classified

CUSTOMER INFORMATION CENTER SPECIALIST 2

Job Code	Pay Grade
18664	CL9

Nature of Work

This is complex specialized clerical work which involves research and assisting customers with questions regarding directions to the various court locations, fines, fees, court findings, and other information on a variety of legal documents, in accordance with Florida Statutes, Rules of Court and other pertinent authorities, performed in an automated work environment. Areas of assignment could be any of the departments under the Clerk of the Circuit Court. A strong knowledge of departmental policies and procedures is required to handle problems or difficult customer contacts. Decisions are made within established guidelines and procedures. This class differs from the Customer Information Center Specialist 1, in that it requires knowledge and understanding of several departments within the Clerk of the Circuit Court.

Minimum Qualification Requirements

- 2 years customer service in a court-related work environment; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Performs typing/data entry, retrieval of a variety of legal documents through Clerk's Office website or original case file.
- Provides information and services to the general public and responds to inquiries and requests from attorneys, litigants and the court.
- May perform a variety of tasks related to an automated office environment.
- May perform file management and inventory control tasks.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of Florida Statutes, Rules of Court and regulations pertinent to area of assignment.
- Knowledge of legal terminology, grammar, spelling and math.
- Knowledge of recordkeeping practices and procedures.
- Knowledge of automated office equipment, practices and procedures.
- Skilled in the operation of automated office equipment.
- Ability to provide quality customer service.
- Ability to analyze and resolve problems and excellent communication skills.
- Ability to provide information correctly and concisely, orally and in writing.
- Ability to type with reasonable speed and accuracy.

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Revised	EEOC Code	Overtime Code
9/12	Administrative Support	Classified

COURT RECORDS SPECIALIST, SENIOR

Job Code	Pay Grade
18682	CL11

Nature of Work

This is a lead worker position with duties requiring independent decision making and contact with the general public, attorneys, litigants and the court. Area of assignment can be any court related departments under the Clerk of the Circuit Court. Employees in this class resolve complex problems and use independent judgment based on Florida Statutes, Rules of Court and other pertinent legal authorities. This employee works closely with supervisors and management to coordinate activities toward the completion of shift work. The work may include cash handling and verification, account balancing, and preparing daily bank deposits.

Minimum Qualification Requirements

- 3 years clerical experience in legal or court-related work, one of which includes 1 year in a Clerk of the Court's Office and may include 1 year as a teller or cashier depending on area of assignment; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Serves as lead worker over a clerical support staff.
- Assists supervisor in the planning, assigning and reviewing of work assignments and staff performance.
- Trains new employees and keeps staff apprised of policy and procedural changes.
- May assist in opening, closing, balancing, verifying cash and preparing bank deposits.
- Provides information and services to the general public; responds to inquiries or concerns from other related departments and attorneys.
- May perform a variety of tasks related to an automated office environment.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of Florida Statutes, Rules of Court, departmental procedures, and other legal authorities pertinent to the area of assignment.
- Knowledge of the principles of cashiering, governmental accounting and recordkeeping procedures.
- Knowledge of automated office procedures, methods and equipment.
- Knowledge of legal terminology, grammar, spelling, math and ability to follow oral and written instructions.
- Skilled in the operation of automated office equipment.
- Ability to provide quality customer service.
- Ability to work independently, plan and productively utilize the talents of the assigned staff.
- Ability to make decisions in accordance with laws and regulations, and communicate information to resolve problems.
- Ability to train and lead personnel.
- Ability to type with reasonable speed and accuracy.

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Revised	EEOC Code	Overtime Code
6/01	Administrative Support	Classified

FINANCE CLERK, SENIOR

Job Code	Pay Grade
18796	CL11

Nature of Work

This is highly complex clerical financial work analyzing, processing and recording financial transactions. An employee in this classification processes financial transactions that require independent judgment in researching and reconciling discrepancies. Employees may act as group leader over assigned areas. Work differs from the Finance Clerk classification in that at this level the employee exercises independence and finality of action for a major area. Incumbent refers difficult analysis, technical policy or procedural questions to a supervisor for resolution.

Minimum Qualification Requirements

- 2 years experience in government accounting, bookkeeping, purchasing, or finance support and practical use of computer equipment; or
- Associate's degree (or 2 years of other related college level education) in accounting, business administration or related field and practical use of computer equipment; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Reviews journal vouchers completed by other staff; analyzes and researches problems, corrects discrepancies.
- Analyzes and verifies daily edit reports; researches and resolves problems.
- Verifies validated wire transfer slips to journal entries.
- Verifies final employee payroll payments; prepares verification tape of net paycheck amounts; reconciles total to the computerized Payroll Register net amounts.
- Processes manual and void checks; prepares back-up documentation for same.
- Oversees the collection, receipt and disbursement of support monies in accordance with Florida Statutes, rules and regulations.
- Oversees the processing of liens filed for non-payment of support.
- Serves as back-up to Finance Clerk; assists in training new employees; may serve as back-up for higher-level employees.
- Processes court system invoices for payment; maintains Public Defender Lien System; compiles and reconciles monthly reports of fees; generates reports for repayment from state.
- Performs computerize maintenance of schedules to properly account for transactions concerning the county's fixed assets.
- May perform data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval and assist in the development, testing and debugging of new and existing programs.
- Examines and verifies bank statements; reconciles statements with internal ledgers.
- Performs related work as assigned or required.

FINANCE CLERK, SENIOR (continued)

Job Code	Pay Grade
18796	CL11

Knowledge, Skills, and Abilities

- Knowledge of governmental accounting practices.
- Knowledge of governmental budgetary procedures, financial accounting and fund organization.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of personal computer applications, procedures, and equipment.
- Skill in data entry.
- Ability to analyze transactions and reports and make appropriate correcting entries.

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Revised	EEOC Code	Overtime Code
9/12	Administrative Support	Classified

COURT CLERK, SENIOR

Job Code	Pay Grade
18738	CL13

Nature of Work

This is specialized clerical work attending court sessions, taking minutes either in handwritten form or electronically, and preparing a wide variety of court related orders. An employee in this classification performs advanced, independent clerical duties in all court divisions. After the completion of an appropriate training regimen, the employee is expected to work independently and apply knowledge of state and local laws. Employees are solely responsible for the care, custody and control of all tangible evidence submitted in court. Employees have heavy professional contact with judges, attorneys, defendants and the general public. Employees in this classification are routinely assigned to work night court or weekend and holiday advisory or Juvenile First Appearance hearings depending upon area of assignment.

Minimum Qualification Requirements

- 3 years experience in secretarial/clerical work, 2 1/2 years of which has been in work related to legal or court procedures; and 2 1/2 years which involved use of personal computer, Windows based applications; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive)

- Attends various court hearings such as, but not limited to: advisories, arraignments, pre-trials, motions, jury and non-jury trials, and sentencings.
- Prepares all case files and related legal documents for all pre-court, in-court and after court work; administers oaths to jurors and witnesses; completes minutes of court proceedings in proper legal form; receives and identifies exhibits; prepares and publishes verdict forms; prepares and types, through a personal computer, forms for judges signatures and forms related to case progress; enters official data into computer.
- Researches case information on the computer during court proceedings.
- Receives and accepts for filing various legal papers; certifies various legal forms and papers.
- Serves public by furnishing information as requested.
- Serves as sole custodian for all tangible evidence submitted in court.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of court practices and procedures and of the Florida statutes, rules and regulations.
- Knowledge of personal computer and peripheral equipment, procedures and practices.
- Knowledge of business English, spelling and math.
- Knowledge of legal terminology.
- Knowledge of the administrative and procedural regulations applicable to the court system.
- Ability to understand complex oral and written instructions.
- Ability to type using a personal computer accurately at a reasonable rate of speed and to maneuver around in the screens using a mouse.
- Ability to work independently.

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Revised	EEOC Code	Overtime Code
12/01	Administrative Support	Classified

AIRPORT FIREFIGHTER

Job Code	Pay Grade
22600	CL10F

Nature of Work

This is specialized airport crash/fire/rescue work protecting life and property at the St. Petersburg-Clearwater International Airport. Employees in this class serve as uniformed airport firefighters, responsible for responding to actual or potential aircraft emergencies to prevent or extinguish fires and rescue aircraft occupants. They respond to medical emergencies at the airport, vehicle crashes on or off the airport property and water rescues. Work involves the operation of specialized aircraft firefighting equipment and the application of aircraft fire suppression rescue techniques and the operation of the rescue boat. Employee will be required to work as a floater, which means the employee will be required to work different shifts to assure minimum staffing is maintained.

Minimum Qualification Requirements

- Candidate must provide evidence by sworn affidavit to be a non-user of tobacco or tobacco products for at least 1 year immediately preceding application plus possess and maintain a valid Florida Certification as a Firefighter and Emergency Medical Technician (EMT).
- Candidate must possess and maintain valid Fire Team Test and a Candidate Physical Abilities Test (CPAT) (www.nationaltestingnetwork.com), or
- An equivalent combination of training, education, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee to obtain a Pinellas County EMT License within 6 months of employment.
- Employee must complete the National Incident Management System (NIMS) online courses 100b & 700 within 6 months of employment.
- Rotating shift, weekend, holiday and mandatory overtime schedules.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Responds to airport standby, fire and crash alarms.
- Drives firefighting and rescue vehicles to crash scene or prearranged runway positions in anticipation of disabled aircraft landings.
- Operates vehicle turret nozzles and pumping equipment to spray foam onto runway surface to minimize danger of explosion or fire upon impact and applies water and chemicals to aircraft after landing to prevent or extinguish flames.
- Rescues aircraft crewmembers and passengers from wreckage using specialized cutting equipment and administers first aid to the injured.
- Responds to fuel spills/fires on and off the airport property.
- Responds to medical emergencies on and around airport property.
- Establishes firelines to secure crash areas from unauthorized entry.
- Performs first-response structural firefighting and rescue work on Airport property.
- Inspects and performs preventative maintenance on firefighting and rescue equipment.
- Inspects and operates Airport Rescue Boat.
- Responds to water rescues.
- Performs duties of the Airport Lieutenant during their absence.
- Performs other related work as assigned or required.

AIRPORT FIREFIGHTER (continued)

Job Code	Pay Grade
22600	CL10F

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of aircraft and structural firefighting, rescue operations and first aid methods and techniques.
- Knowledge of the proper operation and maintenance of crash/fire/rescue equipment.
- Ability to react quickly and calmly and to perform crash/fire/rescue operations under emergency conditions and possession of sufficient physical strength and agility to perform arduous work under adverse conditions for prolonged periods.
- Ability to act in accordance with the National Incident Command System, and with departmental policies and procedures.

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Revised	EEOC Code	Overtime Code
9/12	Protective Services	Classified

AIRPORT FIRE LIEUTENANT

Job Code	Pay Grade
22610	CL15F

Nature of Work

This is supervisory airport crash/fire/rescue work protecting life and property at the St. Petersburg-Clearwater International Airport. Employees in this class serve as uniformed airport firefighters, responding to actual or potential air-crash emergencies, on and off the Airport, and supervise a unit of Airport Firefighters during an assigned shift. Work includes responsibility for the proper operation and maintenance of station and crash/fire/rescue equipment/rescue boat and in conducting crash/fire/rescue training exercises. Employee will be required to command Aircraft incidents in the absence of the Airport Fire Chief.

Minimum Qualification Requirements

- Candidate must provide evidence by sworn affidavit to be a non-user of tobacco or tobacco products for at least 1 year immediately preceding application plus possess and maintain a valid Florida Certification as a Firefighter and Emergency Medical Technician (EMT) plus 5 years experience in airport crash/fire/rescue operations, or
- An equivalent combination of training, education, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Must obtain a Pinellas County EMT License within 6 months of employment.
- Rotating shifts, weekend, holiday and mandatory overtime schedules.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Responds to airport standby, fire and crash alarms and supervises and assists Firefighters at the fire scene.
- Inspects crash/fire/rescue apparatus, equipment, station and surrounding grounds to ensure proper order and condition.
- Drives aircraft firefighting and rescue vehicles to crash scenes or to prearranged runway positions in anticipation of disabled aircraft landing.
- Operates vehicle turret nozzles and pumping equipment to spray foam onto runway surface to minimize danger of explosion or fire upon impact and applies water and chemicals to aircraft after landing to prevent extinguish flames.
- Responds to water rescues.
- Rescues aircraft crewmembers and passengers from wreckage using specialized cutting equipment and administers first aid to the injured.
- Performs first-response structural firefighting and rescue work on Airport property and establishes firelines to secure crash areas from unauthorized entry.
- Inspects and performs preventative maintenance on firefighting and rescue equipment, conducts training sessions and exercises and reviews and prepares shift and incident records and reports.
- Monitors and operates Airport Protective Service radio and telephone communications equipment in accordance with federal, state and local regulations.
- Schedules leave for personnel and writes annual performance appraisals.
- Performs other related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of aircraft and structural firefighting, rescue operations and first aid methods and techniques.
- Knowledge of the proper operation and care of crash/fire/rescue equipment.

AIRPORT FIRE LIEUTENANT (continued)

Job Code	Pay Grade
22610	CL15F

Knowledge, Skills, and Abilities (continued)

- Knowledge of the layout of the airport complex, including the location of roads, runways, taxiways and hydrants.
- Skill in the operation of crash/fire/rescue vehicles and equipment.
- Ability to react quickly and calmly and effectively direct crash/fire/rescue operations under emergency conditions and possession of sufficient physical strength and agility to perform arduous work under adverse conditions.
- Ability to command aircraft incidents.
- Ability to perform the duties of the Airport Fire Chief during his absence.
- Ability to prepare and maintain accurate records, reports and logs.
- Ability to act in accordance with the National Incident Command System, and with departmental policies and procedures.

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Revised	EEOC Code	Overtime Code
9/12	Professionals	Classified

CRAFTWORKER 3

Job Code	Pay Grade
13760	CL13

Nature of Work

This work involves highly skilled technical supervision or a designated leadership role in construction, maintenance, and repair of buildings, equipment, or facilities. An incumbent in this classification supervises or leads subordinates; provides technical assistance in diagnosing, planning, or execution of repair or installation work and exercises considerable independent judgment, using established technical standards. The incumbent functions as a unit leader on assignments and routinely applies craftworker skills that clearly exceed the journeyman level directing and guiding others to complete highly skilled assignments. The incumbent leads and trains personnel in how to perform the most complex tasks that require advanced technical and trade related skills. Work may involve one or several trades. The position reports to a Trades/Field Services Supervisor, supervisor or designee.

Minimum Qualification Requirements

- 5 years of skilled craft or trade experience in the direct line of work and team leader, supervision or supervisory training; or
- Completion of a 2 year vocational or technical skilled trades school program with a diploma or certification and 3 years experience and supervisory training as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- An incumbent is selected competitively at this level.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises and responsibility for satisfactory completion of construction, renovation and additions to county buildings, structures and facilities.
- Performs advanced technical work in any of the following: metal working, welding and machining, roofing and painting, air circulation, heating, electrical and mechanical equipment repair, property and building renovations, boiler maintenance, plumbing, carpentry, pier, footbridge and boat dock installation and repair and masonry projects.
- Prepares work plans, estimates, schedules time, orders required material and services; arranges overtime and coverage in normal and emergency situations.
- Inspects worksites to ensure work is performed in accordance with public and employee safety guidelines, and with adequate regard for proper vehicles, tools and equipment.
- Assists selection of new personnel, performs or assists in performance of evaluations, and initiates disciplinary actions.
- May coordinate and supervise community service personnel in the repair, maintenance, restoration, and alterations of county buildings or other projects.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of standard methods, practices, materials, tools and equipment used in building, mechanical, electrical, plumbing, heating and air conditioning, metal working, welding and other trades.
- Knowledge of occupational hazards and ability to implement appropriate safety precautions.
- Knowledge of supervisory techniques, recordkeeping, and ability to communicate effectively, orally and in writing.

CRAFTWORKER 3 (continued)

Job Code	Pay Grade
13760	CL13

Knowledge, Skills, and Abilities (continued)

- Skill in the use and care of tools and related equipment.
- Ability to apply computer applications and software.
- Ability to work from oral or written instructions; interpret drawings and blueprints, prepare work specifications, estimate and procure material needs.
- Ability to schedule, assign, supervise, and evaluate work performance of subordinates; establish and maintain effective working relationships with assigned personnel, supervision and others.

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Revised	EEOC Code	Overtime Code
9/12	Skilled Craftsman	Classified