

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6706  
Pay Grade: D09

FLSA: Non-Exempt

**INVESTIGATIONS CLERK**

**MAJOR FUNCTION:**

Performs highly responsible, specialized clerical and technical duties in the coordination of functions necessary for background checks of applicants and existing employees. Work includes fingerprinting, and assisting in the interpretation of criminal history reports and technical data. Job duties are performed under general direction and reviewed through conferences and results obtained.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for the maintenance of confidential files on applicants and existing employees.
- Accesses county, state, and federal computer databases, as well as court records for criminal justice information regarding applicant background checks.
- Reviews and interprets court, FDLE, FBI, and FCIC/NCIC criminal history reports and relays findings to appropriate staff for action.
- Assists in advising Human Resources personnel on the status of cases and provides support as needed.
- Assists Human Resources in verifying employment information provided by applicants.
- May assist in the fingerprinting of applicants.
- Notifies the Office of Professional Standards of applicants with criminal histories that fail to meet district standards.
- Notifies Department of Children and Family of criminal history information.
- Works with Pinellas County Schools Police staff on criminal matters and other matters of a sensitive nature as needed.
- Assists in collating, and when necessary, the distribution of information provided by local law enforcement agencies regarding violent crimes committed by juveniles, and/or information regarding adjudicated delinquents, as well as board employees charged with a criminal act submitted in compliance with Florida Statutes.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED plus four (4) years progressively responsible office experience or four (4) years experience as a certified law enforcement officer. Demonstrated proficiency in word processing and other database software applications such as Excel. Must obtain State certification from FDLE in the operation of the FCIC/NCIC network computer system within one (1) year of placement into the position. Must possess a valid State of Florida Class E noncommercial driver's license.

**PREFERRED:**

Four (4) years of law enforcement experience to include training and experience with fingerprinting. Experience as a latent investigator.

ISSUED: 8/91 PBL; BOARD APPROVED: 9/11/91; REVISED D&R, MQ's 8/02 AK; BOARD APPROVED: 9/24/02; REVISED WC 4/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

## INVESTIGATIONS CLERK

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthl y	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds		X			
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more		X			
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time			X		
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls			X		
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				

Investigations Clerk – PBA