



JOB POSTING

POSITION: **Warrants Records Assistant**

HOURS: **Full Time, 40 hours per week (12 hour shifts; 6 PM – 6 AM.)**

SALARY: **\$26, 722.00**

JOB DESCRIPTION:

The Warrants Unit is open 24 hours per day 7 days per week, including all holidays. The Warrants Unit Clerk is responsible for processing and maintaining arrestable paperwork. Paperwork includes but is not limited to: Warrants, Open Booking Sheets, Injunctions, No Contact Orders and Criminal Summons. The Clerk will also be responsible for FCIC/NCIC entries, inquiries and cancellations; as well as interfacing with other government agencies, answering the telephones and monitoring the radio and handling walk in traffic. Clerks should have knowledge of correct English usage, basic math, filing and basic computer skills and must be able to follow oral and written instructions. Familiarity with the Clerk of Courts Computer System, Spillman and D.A.V.I.D. programs would be helpful but not required.

REQUIREMENTS:

- ★ Must be a legal citizen/alien resident of the United States.
- ★ Must be 18 years or older.
- ★ Must have a High School Diploma or equivalent.
- ★ Possess a valid Florida Driver's License or state issued ID Card.
- ★ Possess a Social Security Card.
- ★ If previously a member of the Armed Forces of the United States, service and discharge must be honorable or under honorable conditions.
- ★ Be of good moral character, having no felony convictions; no misdemeanor convictions involving moral character, perjury, or false statement, as outlined in the Florida State Statute.
- ★ Be able to meet our strict drug standard.
- ★ Must be able to bend, lift (up to 15 lbs.), reach, sit and stand for long periods of time.

NOTICE: All conditions of this job posting are subject to the Sheriff's Discretion. The Sheriff's Office is an equal opportunity employer with Veterans Preference.



“The Lee County Sheriff's Office is an Equal Opportunity Employer”

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