



OFFICE OF THE STATE ATTORNEY
10TH JUDICIAL CIRCUIT
STATE ATTORNEY BRIAN HAAS
SERVING POLK, HIGHLANDS, AND
HARDEE COUNTIES

JOB ANNOUNCEMENT

JOB TITLE:	PROSECUTION SUPPORT SPECIALIST I	CLOSING DATE:	Until Filled
DEPARTMENT:	INTAKE	WORK SCHEDULE:	M-F 8AM-5PM
CLASS CODE:	6171	JOB LOCATION:	Bartow
PAY GRADE:	46	FLSA STATUS:	Included
SALARY:	\$31,200.00	RETIREMENT:	Regular
EEO CODE:	05		
POSTING DATE:	8/9/2023		

DISTINGUISHING CHARACTERISTICS OF WORK:

This is clerical work which requires the exercise of some independent judgement, attention to detail and accuracy. The candidate selected for this position will be assigned to our Intake Department, performing various duties that may aid in the prosecution of criminal cases.

ILLUSTRATIVE DUTIES:

Duties are performed under the general supervision of an administrative supervisor and require limited knowledge of office systems or procedures. Assignments may be a combination of, but not limited to the following:

- Scanning documents (police reports, mail, etc.)
- FTP Site (transferring all items received from law enforcement electronically into STAC)
- Delivering and retrieving mail
- Prepare felony arraignment docket
- Prepare misdemeanor arraignment docket
- Communicate with Law Enforcement about reports
- Build all felony, misdemeanor, and traffic arrest cases
- Build all felony, misdemeanor, and traffic nonarrest cases
- Prepare first appearance docket
- File all felony/misdemeanor informations, no bills, declines
- Assign trial attorney to misdemeanor cases
- Assign trial attorney to felony cases
- Process arrest warrants
- File search warrants (electronic and paper)
- Process Investigative records subpoenas
- Process Investigative witness subpoenas
- Process investigative medical records subpoenas
- Answer phone calls
- Notarize waivers of prosecution
- Bilingual employees will assist in translations

NOTE: 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic phone systems; ability to communicate effectively;
- Dependable and routine in-office attendance during regularly scheduled business hours;
- Ability to focus and pay attention to detail;
- Ability to read and comprehend;
- Efficient typing skills;
- Effective and efficient communication skills and ability to interact professionally with other employees, members of the public and stakeholders;
- Perform quality work within deadlines;
- Ability to operate a computer and other office machinery;
- Ability to run the telephone system and respond to calls professionally;
- Ability to answer phone and take messages as required;
- Ability to read and follow rules, regulations, policies and procedures;
- Work effectively as a team contributor as well as independently;
- Comply with all Public Records statutes and policies;
- Travel as required;

EDUCATION/MINIMUM QUALIFICATIONS:

A high school diploma or equivalency and one (1) year of experience or an equivalent combination of training and experience. A qualifying typing test score may be required for designated position.

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands and fingers to maintain files, supplies, and documents. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds;
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust to focus;
- The noise level in the work environment is usually moderate;
- Applicant must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated above. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions;

BENEFITS:

Benefits include, but are not limited to, health, dental, vision, life, paid annual and sick leave, paid state holidays, and a State retirement package. State employees are required to participate in the State of Florida Direct Deposit Program and contribute 3% of monthly gross (pre-tax) to the Florida Retirement System.

POLICIES:

The State Attorney's Office has a harassment-free workplace policy and professional conduct requirement. Employees must practice safe workplace procedures and follow policies and

procedures regarding confidentiality and honesty. Employees must maintain satisfactory work attendance and job performance level.

Applicants considered for employment will be required to pass a comprehensive background check including fingerprinting. We hire only U.S. Citizens and those lawfully authorized to work in the U.S. The State Attorney's Office, through the Justice Administrative Commission, participates in the U.S. Government's Employment Eligibility Verification Program (E-Verify). E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (I-9).

HOW TO APPLY:

Interested applicants may complete and submit their [application](#) through the Florida Department of Management Services, People First career service center. For more information about the position, please contact:

**Nicki Offermann
Personnel Director
State Attorney's Office
255 North Broadway
Bartow, FL 33830
Telephone: (863) 534-4898
Fax: (863) 534-4820**

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

This position is open to internal and external applicants. We reserve the right to consider State Attorney's Office employees for promotion or transfer prior to contacting persons not employed by the State Attorney's Office.

All offers of employment will be conditioned upon a satisfactory criminal history background check.