

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

LAW ENFORCEMENT RECORDS SPECIALIST

FLSA STATUS: NON-EXEMPT PAY GRADE: C-13

**JOB FAMILY: OFFICE/ADMINISTRATIVE SUPPORT
JOB FUNCTION: ADMIN SUPPORT SERVICES**

GENERAL STATEMENT OF JOB

The Law Enforcement Records Specialist serves as the central point of contact regarding communications and coordination between the Florida Department of Law Enforcement (FDLE) and FSCJ Police agency administrators and users of the Criminal Justice Information Services (CJIS) and its components. This position handles all designations within CJIS including maintaining training records and other pertinent law enforcement records as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Ensures departmental compliance with all National Crime Information Center (NCIC)/ Florida Crime Information Center (FCIC) / Driver and Vehicle Information Database (DAVID) procedures.

Maintains all training records and certifications for all sworn personnel in the FDLE, Automated Training Management System (ATMS).

Provides requested updates to the department's training manuals.

Researches and compiles data, and prepares reports and correspondence.

Maintains disciplinary files and assist in internal investigations as directed.

Maintains administrative records and files.

Attends meetings to provide or clarify information.

Ensures appropriate qualifications for Campus Police Officers to ensure a safe and secure environment for students, faculty, staff, and visitors.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

None.

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MINIMUM QUALIFICATIONS

Associate's degree from a regionally accredited institution and two (2) years of related experience OR High School Diploma or high school equivalency (GED and four (4) years related experience. Experience using Microsoft Office and Windows-based applications.

Licensing/Certification/Registration: Successfully complete the CJIS Agency Coordinator course within six (6) months of employment.

PREFERRED QUALIFICATIONS

Associate's degree or higher from a regionally accredited institution and three (3) years of related experience. Prior experience with a law enforcement agency working with confidential or limited access, law enforcement sensitive records/files, policy and procedures, internal affairs, and knowledge of law enforcement processes.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

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Form/Spatial Aptitude: Requires the ability to visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 10/6/2023

Revised: 02/13/2026