



STATE ATTORNEY'S OFFICE

CAREER OPPORTUNITY

OPERATING UNDER THE CORE VALUES OF HONESTY,
INTEGRITY, AND RESPECT.

LOCATION:

Lee County

DIVISION:

Centralized Data Processing

POSITION TITLE:

Data Entry Specialist

DESCRIPTION:

The responsibilities for this position include creating new cases, uploading items, generating Criminal History and Driver License information, disposition, and victim letters for closed cases, and ensuring data accuracy in all related tasks. Additional clerical tasks include processing eService and video evidence received by our office, working with court dockets, reports, and with various programs throughout the Twentieth Judicial Circuit.

We are seeking a positive, enthusiastic person with the ability to work well both in a team atmosphere and independently. If you have the desire to increase your knowledge and experience, this is an excellent opportunity to grow within the organization.

EDUCATION AND TRAINING:

Any combination of training and experience equivalent to graduation from a standard high school or an equivalency diploma.

SKILLS AND ABILITIES:

Organized, accuracy and attention to detail.

Capable of following both written and verbal instructions.

Ability to communicate effectively.

Plan, organize, prioritize, and coordinate work activities.

Ability to multi-task.

Self-starter.

Good time management skills.

Some knowledge of Microsoft Word, Excel, and Outlook.

Knowledge of routine clerical procedures.

Ability to establish and maintain effective working relationships with others.

Willing to learn new tasks and be part of an evolving environment.

Project a professional image in person, on the phone and through e-mail correspondence.

A commitment to the organization's values and vision.

Please email resume and completed Employment Application to supportstaffapplicant@sao20.org.