

Polk County Sheriff's Office Job Description
0814 Records Specialist I

April 3, 1998, Revised October 9, 2006

Position Concept:

The Records Specialist I inputs and retrieves information into a computer terminal. The member performs operational and clerical duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Records Specialist I may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Perform data entry
- Perform record searches
- Compile statistics
- Conduct public records requests
- Conduct fingerprinting
- Respond to public window
- Communicate via telephone
- Microfilm records
- Prepare correspondence
- Maintain files

Education, Professional Certification or License:

- High School or GED
- Attain *FCIC/NCIC certification within 6 months of appointment
- Valid Florida driver's license

Professional Experience:

- Demonstrated proficiency of keyboarding 35 wpm with no more than 5 errors

Status:

Civilian Sworn Certified

Blood and Viral Pathogen Risk:

Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works in an office environment under normal conditions
- Works extended periods of time with CRT monitor

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Required Skills and Knowledge:

Knowledge of:

- Office supplies
- PCSO policy and procedures
- Florida State records management
- Uniform Crime Reporting
- Various software
- Records Section policy and procedures
- Polk County ordinances
- *CJIS and *FCIC II policy/procedures
- Uniform crime reporting codes
- Florida State Statutes
- Filing system
- Other government agencies
- Clearance codes
- Various documents
- Fingerprinting techniques
- Safety techniques
- Patrol zones
- Community referral services
- Geographical area
- Telecommunications signals

Ability to:

- Read and write English
- Operate office equipment
- Recognize and count U.S. currency
- File alphabetically/numerically
- Operate motor vehicle
- Maintain accurate logs
- Follow directions

Skills:

- Basic mathematical
- Keyboarding
- Computer
- Reading comprehension
- Telephone
- Report interpreting
- Interpersonal
- Clerical

Physical Requirements:

- Walk
- See at normal range or with accommodation (in low light)
- Stand for long periods
- Sit for long periods
- Lift 30 lbs
- Climb
- Manual dexterity
- Hear at normal level or with accommodation
- Speak English understandably
- No dyslexia
- Tolerate loud noise

For additional information on this position refer to the Job Task Analysis.

*FCIC/NCIC: Florida Crime Information Center/National Crime Information Center

*CJIS: Criminal Justice Information System