

Polk County Sheriff's Office Job Description
0817 Procap Data Specialist

August 2, 2004, Revised October 9, 2006

Position Concept:

The Procap Data Specialist 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 Procap Data Specialist 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:

- Input Crime Data
- Monitor Daily Reports
- Assist Crime Analyst with Reports
- Disseminate Crime Data
- Attend Meetings
- Attend Training
- Distribute Mail
- Answer Telephone
- Maintain Documents and Logs

Education, Professional Certification or License:

- High School or GED
- Valid Florida driver's license
- Successfully Completion of the Procap Data Specialist Training Program

Professional Experience:

- Demonstrated proficiency of keyboarding 35 words per minute with no more than 5 errors
- Demonstrated proficiency in Windows Microsoft Word, and Mapper/Procap

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Exposure

Environmental Conditions:

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

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Filing system
- Resources
- Office supplies
- Geographical area
- Appropriate forms

Ability to:

- Read and write English
- Operate audio/visual equipment
- Operate office equipment
- Operate motor vehicle

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Skills:

- Computer
- Interpersonal
- Keyboarding
- Reading comprehension
- Report interpreting
- Telephone

Physical Requirements:

- Walk
- Lift/carry 10 lbs.
- Speak English understandably
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Manual Dexterity
- Ambulate Independently

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