

Polk County Sheriff's Office Job Description
0904 Training Clerk

June 25, 1997, Revised October 9, 2006

Position Concept:

The Training Clerk performs operations and clerical duties in the Training Section for Polk County Sheriff's Office members.

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 Training Clerk 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:

- Process Training Requests
- Schedule Travel Arrangements
- Issue Ammunition and Chemical Agents
- Process Training Flyers
- Communicate via Telephone
- Distribute Mail
- Maintain Training Files and Records
- Type Correspondence
- Compile Statistics

Education, Professional Certification or License:

- High School or GED
- 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 setting under normal stress level

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Personnel and office locations
- Standard issue equipment
- Appropriate documents
- Filing system

Ability to:

- Read and write English
- Operate office equipment

Skills:

- Organizational
- Secretarial
- Telephone
- Interpersonal
- Basic mathematical
- Computer
- Keyboarding
- Basic English grammar
- Scheduling

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Physical Requirements:

- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual dexterity
- Ambulate independently
- Bend/squat
- Walk

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