

Polk County Sheriff's Office Job Description
1008 Property Clerk - Detention

March 04, 1994, Revised October 9, 2006

Position Concept:

The Property Clerk - Detention performs specialized property control work in the storage and retrieval of personal possessions of confined inmates. The member performs operations 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 Property 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:

- Prepare inmates property for state prison
- Prepare inmate property for time served
- Store contraband items
- Process inmate requests for property
- Appear for depositions and court
- Investigate lost inmate property
- Gather evidence
- Package inmate court clothing
- Release inmate property
- Answer inquiries regarding property
- Enter property locations in computer
- Communicate via telephone
- Maintain files

Education, Professional Certification or License:

- High School or GED
- Valid Florida driver's license

Professional Experience:

- Familiarity with the Polk County Sheriff's Office detention system is preferred

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works near potentially dangerous persons
- Works in a confined area

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Storage
- Filing system
- Office supplies
- Appropriate forms
- Supplies
- Criminal justice system
- Appropriate documents
- Cell locations
- Proper identification

Ability to:

- Recognize contraband
- Operate copier
- Operate a motor vehicle
- Read and write English

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Skills:

- Basic English grammar
- Keyboarding
- Interpersonal
- Computer

Physical Requirements:

- Drag/carry
- Lift 100 lbs.
- Walk
- Sit for long periods
- Stand for long periods
- See at a normal range or with accommodation
- Hear at a normal level or with accommodation
- Speak English understandably
- Manual dexterity
- Ambulate independently

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