

Polk County Sheriff's Office Job Description
1105 Sheriff's Service Officer I

April 28, 1994, Revised October 9, 2006

Position Concept:

The Sheriff's Service Officer I performs operations, clerical and judicial proceedings duties for the Polk County Sheriff's Office that are 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 Sheriff's Service Officer 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:

- Interview victims/witnesses/informants
- Maintain issued equipment
- Secure evidentiary documents
- Review statutes/ordinances/directives
- Conduct investigations
- Update, maintain manuals and files
- Review BOLO and agent agreements
- Create photo packs
- Provide information/referrals to public
- Serve subpoenas
- Perform citizen fingerprinting
- Answer calls from the public
- Relay messages
- Prepare original and supplemental reports
- Maintain field notes
- Maintain attendance records
- Attend training
- Receive/disseminate mail and packages
- Testify at deposition
- Testify at trials, hearings, or grand juries

Education, Professional Certification or License:

- High School or GED
- *FCIC/NCIC certification

Professional Experience:

- Prefer experience working with the general public and familiarity with basic clerical skills

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works primarily in an office setting under normal stress level
- Works various shifts

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Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Florida State Statutes
- Geographical area
- Case Reporting Manual
- Type of evidence
- County ordinances
- Community services
- Referral sources
- Resources
- Criminal Justice system
- Evidence handling procedures
- *FDLE fingerprint submission criteria
- Appropriate forms
- Agency member assignments

Ability to:

- Evaluate
- Do minor maintenance
- Read and write English
- Operate motor vehicle
- Comprehend
- Listen and understand
- Remember details
- Operate postage meter

Skills:

- Interpersonal
- Keyboarding
- Basic English grammar
- Organizational
- Basic mathematical
- Computer
- Communication

Physical Requirements:

- See at normal range or with accommodation
- Manual dexterity
- Hear at normal level or with accommodation
- Speak English understandably
- Recognize colors
- Lift/carry 25 lbs.
- Sense of smell
- Sit for long periods
- Ambulate independently

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

*FCIC/NCIC: Florida Crime Information Center/National Crime Information Center
FDLE: Florida Department of Law Enforcement