

# Polk County Sheriff's Office Job Description

## 1116 Secretary

August 11, 1998, Revised January 26, 2010

### **Position Concept:**

The Secretary performs operations and clerical duties to help facilitate the efficient productivity of the assigned office.

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 Secretary 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:**

- Maintain office files
- Attend meetings
- Maintain meeting minutes
- Communicate via telephone
- Order office supplies and uniforms
- Maintain appointment calendar
- Screen attendance records
- Monitor radio and dispatch deputies
- Coordinate scheduling of aircraft
- Coordinate service of subpoenas
- Compose and type correspondence
- Transcribe tapes
- Compile statistics
- Maintain computerized archives
- Receive and distribute mail
- Maintain schedules of personnel

### **Education, Professional Certification or License:**

- High School or GED

### **Professional Experience:**

- Minimum one (1) year demonstrated experience working in Microsoft Excel, Word and Windows and performing clerical duties
- Demonstrated keyboarding proficiency of 50 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 with occasionally stressful conditions

### **Required Skills and Knowledge:**

#### **Knowledge of:**

- Filing system
- PCSO policy and procedures
- Office supplies
- Various software
- PCSO members and facilities
- Radio codes, signals, identifications

#### **Ability to:**

- Maintain confidentiality
- Read and write English
- Alphabetize
- Operate office equipment
- Operate a calculator
- Work under stressful conditions

**Polk County Sheriff's Office Job Description  
1116 Secretary**

**Skills:**

- Secretarial
- Keyboarding
- Computer
- Composition
- Telephone
- Organizational
- Interpersonal
- Public speaking
- Basic mathematical
- Basic English grammar
- Transcription

**Physical Requirements:**

- Bend/squat
- Lift/carry 20 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.

**Polk County Sheriff's Office Job Description  
1116 Secretary  
Office of Professional Compliance / Accreditation Unit**

**SALARY PG 11 MINIMUM (\$23,440) – MAXIMUM (\$33.063)**

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*Anyone interested should submit an original request for transfer (Form 1570), by either fax, email or directly to Raquel Mata, Human Resources Coordinator by 5:00 PM on Sunday, December 13, 2009. (Fax 535-1926, email [rmata@polksheriff.org](mailto:rmata@polksheriff.org)) A copy of the request must be submitted through the chain of command.*