

Polk County Sheriff's Office Job Description
1118 Alarm Control Ordinance Compliance Officer

June 15, 1998, Revised October 9, 2006

Position Concept:

The Alarm Control Ordinance Compliance Officer oversees and performs administrative and operational activities pertaining to the investigation, charging, delivery and follow-up duties relevant to the County Ordinance regulating security alarms county wide. The Compliance Officer carries out assigned duties under the direction of the Central Records Bureau Captain.

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 Alarm Control Ordinance Compliance 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:

- Coordinate Alarm Control Activities
- Process Warning Letters and Citations
- Follow-up on Citations Issued
- Provide information and Referrals
- Organize and Maintain Files
- Create and Modify Forms/Documents
- Compose and Type Correspondence
- Testify in Court and at Depositions
- Process Documents into Microfilm

Education, Professional Certification or License:

- Two (2) year college degree from an accredited college or university preferred
- *FCIC/NCIC certification within six months
- Valid Florida driver's license
- Successfully complete courses in Investigative Techniques, Technical Writing Skills and Testifying in Court

Professional Experience:

- Minimum one (1) year demonstrated experience operating a computer terminal with spreadsheet software
- Minimum three (3) years experience working in law enforcement or a related field
- Demonstrated keyboarding proficiency of 35 words per minute with no more than five errors

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works primarily in an office environment under normal levels of stress

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Florida State Statutes
- Appropriate forms
- Criminal Justice System
- Internet
- Computer software
- Filing system
- Resources
- Computer files
- Court procedure
- Records system
- Storage procedures

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Ability to:

- Perform research
- Operate office equipment
- Operate a motor vehicle
- Read and write English
- Maintain accurate logs
- Follow directions

Skills:

- Computer
- Interpersonal
- Communication
- Keyboarding
- Observation
- Instructor
- Organizational
- Basic English grammar
- Basic mathematical
- Analytical
- Telephone
- Public speaking
- Composition
- Secretarial

Physical Requirements:

- Lift/carry 25 lbs.
- Sit for long periods
- Manual dexterity
- Speak English understandably
- Hear at a normal level or with accommodations
- See at a normal range or with accommodations
- Stand for long periods
- Walk
- Ambulate independently
- Bend/squat
- No dyslexia

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

*FCIC/NCIC: Florida Crime Information Center/National Crime Information Center