

## Polk County Sheriff's Office Job Description

### 1119 Intelligence Specialist

July 17, 2002, Revised October 9, 2006

#### **Position Concept:**

The Intelligence Specialist researches and disseminates sensitive information on persons, businesses, locations and criminal activities. The member performs operational and clerical tasks and duties 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 Intelligence Specialist 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:**

- Assist Federal, State And Local law Enforcement
- Conduct multi-data base research
- Analyze information
- Complete requests for information
- Complete criminal bulletins
- Complete reports
- Maintain category books
- Maintain Target files
- Update Sexual Predator database
- Maintain and provide training
- Provide photopacks
- Maintain gun records
- Maintain statistics
- Maintain Pass-alongs
- Perform clerical functions
- Perform data entry

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

- High School or GED
- \*FCIC/NCIC certification within six months
- Valid Florida driver's license

#### **Professional Experience:**

- Minimum one year's experience operating a computer terminal
- Demonstrated keyboarding proficiency of 35 words per minute with no more than five errors
- Familiarity with investigative techniques and research methods

**Status:**                     Civilian     Sworn     Certified

**Blood and Viral Pathogen Risk:**                     Minimal Risk                     Foreseeable Risk

#### **Environmental Conditions:**

- Works in an office setting under normal levels of stress
- On occasion requires travel for training purposes

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

##### **Knowledge of:**

- Appropriate forms and documents
- Various software
- Supplies
- Geographical area
- PCSO policy and procedures
- Research methods
- Filing system
- Statistical methods
- Gangs and gang activity
- Internet
- Sectors and regions
- Weapons

## **Polk County Sheriff's Office Job Description 1119 Intelligence Specialist**

**Ability to:**

- Operate office equipment
- Comprehend
- Maintain confidentiality
- Operate a motor vehicle
- Read and write English
- Operate scanner

**Skills:**

- Computer
- Keyboarding
- Organizational
- Basic English grammar
- Interpersonal
- Analytical
- Research
- Basic mathematical
- Charting
- Report interpreting
- Intelligence gathering
- Telephone

**Physical Requirements:**

- Lift/drag/carry 35 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

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

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