

**Polk County Sheriff's Office Job Description**  
**1121 Human Resources Coordinator**  
March 4, 2003, Revised October 9, 2006

**Position Concept:**

The Human Resources Coordinator performs operational, administrative and clerical duties in the Human Resources Division.

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 Human Resources Coordinator 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 transfer requests
- Post Job Opportunity Announcements
- Communicate via telephone
- Assist Human Resources members
- Manage Orientation process
- Compile statistics
- Research/compose reports
- Conduct surveys
- Assist with promotional process
- Organize/maintain special projects
- Prepare and conduct public presentations
- Plan and design materials, forms, surveys
- Attend meetings
- Prepare Policies and Procedures
- Perform data entry
- Compose and type correspondence
- Maintain logs

**Education, Professional Certification or License:**

- High School or GED
- Certification by State of Florida as Notary Public or eligible for certification
- Successfully complete Legal Aspects of Human Resources, Business Writing, Managing Multiple Projects, Fair Labor Standards Act courses, or equivalent training
- Valid Florida Driver's License

**Professional Experience:**

- One year demonstrated proficiency in Microsoft Excel, Word and Windows
- Demonstrated keyboarding proficiency of 35 wpm with no more than 5 errors
- A comparable amount of training and experience may be substituted for the minimum qualifications
- Minimum two years clerical experience
- Experience within the PCSO Human Resources Division or another governmental agency personnel office is preferred

**Status:**                             Civilian         Sworn             Certified

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

**Environmental Conditions:**

- Work is performed in an office environment with normal levels of stress

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**Required Skills and Knowledge:**

**Knowledge of:**

- PCSO policy and procedures
- Resources
- Florida State Statutes
- PCSO organizational structure
- Job procedures and progression
- Job requirements
- Federal/State laws pertaining to personnel
- Division policy and procedures
- Confidentiality
- Office supplies
- Geographical area
- Appropriate forms
- Various computer programs and software

**Ability to:**

- Perform research
- Provide exceptional customer service
- Operate office equipment
- Read and write English
- Operate motor vehicle
- Reason logically
- Compose
- Operate audio/visual equipment

**Skills:**

- Decision making
- Keyboarding
- Public speaking
- Presentation
- Basic mathematical
- Analytical
- Computer
- Basic English grammar
- Interpersonal
- Telephone
- Organizational
- Reading comprehension
- Communication

**Physical Requirements:**

- Speak English understandably
- Manual dexterity
- Ambulate independently
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Walk
- Bend/squat
- Lift/carry 35 lbs.

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