

**Polk County Sheriff's Office Job Description**  
**1123 Extra Duty Coordinator**  
March 16, 2004, Revised October 9, 2006

**Position Concept:**

The Extra Duty Coordinator performs operational and clerical duties coordinating extra-duty employment for the sworn members of the Polk County Sheriff's Office and private citizens and/or businesses.

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 Extra Duty 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:**

- Process extra-duty detail requests
- Prepare invoices
- Receive and process vendor checks
- Maintain statistics
- Coordinate Sign-up
- Coordinate specified detail for vendors
- Process Funeral Escort requests
- Prepare statistical reports
- Maintain records
- Process and distribute mail
- Assist Law Enforcement personnel and public
- Compose and prepare reports, forms, correspondence

**Education, Professional Certification or License:**

- High School or GED
- Valid Florida Driver's License
- Attain \*FCIC/NCIC certification within six (6) months of appointment

**Professional Experience:**

- Demonstrated proficiency of keyboarding 35 wpm with no more than 5 errors

**Status:**                       Civilian       Sworn       Certified

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

**Environmental Conditions:**

- Work is performed in an office environment under moderate stress level

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

#### **Knowledge of:**

- PCSO policy and procedures
- Florida State Statutes
- \*FCIC/NCIC procedures
- \*DoC policy and procedures
- Geographic area
- Other governmental agencies
- Appropriate documents/forms
- Budgeting
- IRS form W9
- Filing system
- Resources
- Microsoft Access and Excel

#### **Ability to:**

- Operate office equipment
- Read and write English
- Follow written/verbal instructions
- Operate calculator
- Operate motor vehicle
- Compose

#### **Skills:**

- Secretarial
- Good English grammar
- Computer
- Telephone
- Basic mathematical
- Basic accounting
- Scheduling
- Analytical
- Research
- Problem solving
- Interpersonal
- Keyboarding
- Organizational

### **Physical Requirements:**

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

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

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

\*DoC: Department of Corrections