

**Polk County Sheriff's Office Job Description**  
**1125 Detention Support Specialist**

November 19, 2009, Revised October 6, 2011

**Position Concept:**

The Detention Support Specialist performs operations, clerical and public relations duties in the Department of Detention specific to the position.

The most important and essential job function of the position is attitude and includes the following: positive interaction and cooperation 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 member 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:**

- Operate security doors
- Handle inmate property
- Monitor movement of visitors
- Monitor inmate activity
- Communicate via portable radio
- Provide information to the public
- Assist other Detention members
- Maintain office logs
- Track inmate movement via computer
- Document visitors
- Maintain office supply inventory
- Distribute mail
- Communicate via telephone

**Court Holding**

- Monitor alarms/surveillance cameras

**South County Jail Visitation**

- Operate video visitation software
- Perform interior equipment checks

**Education, Professional Certification or License:**

- High School or GED
- Detention Support Specialist (to be completed within one year of appointment)

**Professional Experience:**

- Must complete agency-provided keyboarding classes during the first twelve (12) months of employment

**Status:**                             Civilian     Sworn     Certified

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

**Environmental Conditions**

- Works primarily in a closed, secure workplace

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**Required Skills and Knowledge:**

**Knowledge of:**

- PCSO policy, procedures and benefits
- Emergency procedures
- Operation of control panel
- Appropriate forms and documents
- PCSO facilities and locations
- Inmate rules and regulations
- Inmate property procedures
- Criminal Justice system
- Communication radio codes
- Cell locations
- Housing layout
- Security system
- Visitor log
- Special housing needs
- Inmate rights
- County and State agencies
- Resources
- Filing system
- Office supplies
- Key control

**Ability to:**

- Read and write English
- Operate office equipment
- Recognize potential problems
- Perform inventory
- Operate surveillance equipment

**Skills:**

- Communication
- Alphabetizing
- Observation
- Computer
- Basic mathematical
- Telephone
- Interpersonal
- Clerical
- Keyboarding
- Analytical

**Physical Requirements:**

- Lift 25 lbs.
- Carry 10 lbs.
- Squat
- Walk
- Sit for long periods
- Stand for long periods
- Hear at normal level or with accommodation
- See at normal range or with accommodation
- Speak English understandably
- Manual dexterity
- Ambulate independently
- Ability to look up frequently

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