

Polk County Sheriff's Office Job Description
1214 Crime Information Specialist I

February 15, 1999, Revised October 9, 2006

Position Concept:

The Crime Information Specialist I performs clerical and operations duties in filing, copying and the maintaining of files and documents in the Warrants Unit Crime Information Center.

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 Crime Information Specialist I 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 and file warrants
- Answer telephone
- Log warrants
- Deliver warrants to deputies
- Prepare official agency correspondence
- Process mail
- Assist law enforcement, public
- Maintain query log
- Maintain radio log
- Maintain manual and electronic records
- Perform queries
- Perform *FCIC/NCIC activities
- Enter *BOLOs
- Perform *FCIC/NCIC wanted inquires
- Perform criminal histories
- Perform records checks
- Communicate via teletype messages
- Monitor two-way radio
- Initiate calls for service via CAD system
- Enter warrants
- Modify or supplement warrants
- Confirm and cancel warrants
- Withdraw warrants
- Place hold on arrests by other jurisdictions
- Conduct on-the-job training
- Testify in court
- Maintain professional training

Education, Professional Certification or License:

- High School or GED, two year College Degree preferred
- Attain *FCIC/NCIC certification within six (6) months of appointment
- Valid Florida driver's license

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:

- Works in an office environment with variable levels of stress
- Works various shifts

Polk County Sheriff's Office Job Description 1214 Crime Information Specialist I

Required Skills and Knowledge:

Knowledge of:

- Office supplies
- *FCIC/NCIC procedures
- Criminal Justice System
- PCSO policy and procedures
- Filing system
- Resources
- Referral sources
- Logs and procedures
- Automated transmittal log
- Geographical area
- Appropriate documents
- Other governmental agencies
- Radio codes, signals, identifications
- Florida State Statutes
- Telecommunications procedures

Ability to:

- Operate motor vehicle
- Operate office equipment
- Retrieve information via many sources
- Communicate verbally
- Read and write English

Skills:

- Alphabetizing
- Analytical
- Basic English grammar
- Basic mathematical
- Interpersonal
- Computer
- Telephone
- Keyboarding
- Secretarial
- Composition
- Instructor

Physical Requirements:

- Carry 20 lbs.
- Bend/squat
- Climb
- Ambulate independently
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual dexterity (normal)

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

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

*BOLO: Be-On-the-Look-Out