

**Polk County Sheriff's Office Job Description**  
**1216 Law Librarian/Secretary**  
October 26, 1999, Revised October 9, 2006

**Position Concept:**

The Law Librarian/Secretary performs operations and clerical duties to maintain the Detention Law Library and performs secretarial duties.

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 Law Librarian/Secretary 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 inmate request for legal materials
- Maintain computer files
- Deliver legal information to inmates
- Appear in court
- Compile statistics
- Provide notary service
- Communicate via telephone
- Maintain inmate grievance database
- Compile monthly reports
- Maintain office equipment and supplies
- Update reference materials
- Compose and distribute correspondence
- Attend meetings and prepare minutes
- Coordinate Tent City scheduling

**Education, Professional Certification or License:**

- High School or GED
- Certification by State of Florida as Notary Public or eligible for certification

**Professional Experience:**

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

**Status:**

Civilian     Sworn     Certified

**Blood and Viral Pathogen Risk:**

Minimal Risk                       Foreseeable Risk

**Environmental Conditions:**

- Works primarily in a closed, secure workplace
- Works in an office environment with normal stress levels
- Works primarily near potentially combative person(s)

**Required Skills and Knowledge:**

**Knowledge of:**

- PCSO policy and procedures
- Available legal materials
- Jail Management System software
- CD-ROM reference library software
- Filing system
- Office supplies and equipment
- Geographical area
- Detention facilities
- Court procedure
- Court and/or hearing locations
- Notary laws
- Personal computers and applications
- PCSO members and office locations
- Appropriate documents

**Polk County Sheriff's Office Job Description**  
**1216 Law Library Clerk/Secretary**

**Ability to:**

- Read and write English
- Operate office equipment
- Operate motor vehicle
- Perform research
- Identify trends and assess future needs
- Operate computer software
- Operate a calculator

**Skills:**

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

**Physical Requirements:**

- Bend/squat
- Lift/carry 20 lbs.
- Walk
- Sit for long periods
- Stand for long periods
- See at a normal range or with accommodation
- Hear at a normal level or with accommodation
- Speak English understandably
- Manual dexterity
- Ambulate independently

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