

Polk County Sheriff's Office Job Description
1308 Sheriff's Service Officer II

April 28, 1994, Revised October 9, 2006

Position Concept:

The Sheriff's Service Officer II performs documentation, operations, and judicial proceedings duties for the Polk County Sheriff's Office that are specific to the position.

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 Sheriff's Service Officer II 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:

- Prepare original and supplemental reports
- Maintain field notes
- Maintain attendance records
- Interview victims and witnesses
- Maintain issued equipment
- Secure documents (evidence)
- Review Statutes, ordinances, directives
- Maintain, review, manuals and files
- Review *BOLO and agent agreements
- Create photo packs
- Provide information/referrals to citizens
- Serve subpoenas
- Conduct criminal investigations
- Testify at deposition
- Testify at trials, hearings, or grand juries

Education, Professional Certification or License:

- High School or GED
- FCIC/NCIC certification

Professional Experience:

- Prefer experience working with the general public and familiarity with basic clerical skills

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works primarily in an office setting under normal stress level
- Works various shifts

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Florida State Statutes
- Geographical area
- Case Reporting Manual
- Type of evidence
- County ordinances
- Community services
- Referral sources
- Resources
- Criminal justice system
- Evidence handling procedures

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Ability to:

- Evaluate
- Perform minor maintenance
- Comprehend instructions
- Read and write English
- Operate motor vehicle
- Comprehend
- Listen and understand

Skills:

- Interpersonal
- Keyboarding
- Basic English grammar
- Organizational
- Basic mathematical
- Computer

Physical Requirements:

- See at normal range or with accommodation
- Manual dexterity
- Hear at normal level or with accommodation
- Speak English understandably
- Recognize colors
- Lift 10 lbs.
- Sense of Smell
- Sit

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

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

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