

Polk County Sheriff's Office Job Description
1315 Crime Information Specialist II
February 15, 1999, Revised October 9, 2006

Position Concept:

The Crime Information Specialist II 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 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:

- Process and file warrants
- Answer telephone
- Log warrants
- Disburse warrants to deputies
- Compose and prepare correspondence
- Process mail
- Assist law enforcement and the 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 checks
- Perform records checks
- Communicate via two-way radio
- Communicate via teletype messages
- Initiate calls via CAD system
- Enter warrants
- Modify or supplement warrants
- Confirm and cancel warrants
- Withdraw warrants
- Place hold on arrests by other jurisdictions
- Testify in court
- Maintain professional training
- Conduct on-the-job training

Education, Professional Certification or License:

- High School or GED, two year college degree from an accredited college or university preferred
- Maintain a current *FCIC/NCIC certification
- Valid Florida driver's license

Professional Experience:

- Demonstrated proficiency of keyboarding 35 wpm with no more than 5 errors
- Minimum of twelve (12) consecutive months experience as a full time Crime Information Specialist I with Polk County Sheriff's Office and attain a passing score (80%) on the Crime Information Specialist II Proficiency Test

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

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Required Skills and Knowledge:

Knowledge of:

- Office supplies
- *FCIC/NCIC procedures
- Criminal Justice System
- PCSO policy and procedures
- Filing system
- Resources
- Referral sources
- Automated transmittal logs
- Geographical area
- Appropriate documents
- Extradition proceedings
- Other agencies
- Radio codes, signals, identifications
- Florida State Statutes
- Telecommunications procedures
- All aspects of Warrants Unit
- Logs and 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
- Instructor
- Secretarial
- Composition

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

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