Polk County Sheriff's Office Job Description
1328 Intake Records Specialist
October 10, 2005, Revised October 9, 2006

Position Concept:
The Intake Records Specialist performs operations, clerical and public relations duties in the initial processing, classification, and release of persons arrested.

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:
- Check incoming and outgoing files
- Prepare domestic relations court list
- Check out-date calendar for release
- Compute out-date
- Maintain and update inmate files
- Prepare files for transfer of inmates
- Calculate trusty gain time
- Prepare state prison runs
- Maintain Weekend Work Release files
- Complete inmate assessment
- Prepare move list
- Answer inmate requests
- Maintain filing
- Initiate victim notification
- Initiate inmate files
- Process add-on charges
- Process inmate release
- Process cash and surety bonds
- Process purges and registered felons
- Conduct NCIC/FCIC and warrant checks
- Verify accounts with finance section
- Prepare statistical reports
- Provide information to the public

Education, Professional Certification or License:
- High School or GED
- *FCIC/NCIC certification within six months

Professional Experience:
- Demonstrated proficiency of keyboarding 35 words per minute with no more than 5 errors
- Demonstrated proficiency Microsoft Excel and Word, Windows

Status: [X] Civilian [ ] Sworn [ ] Certified

Blood and Viral Pathogen Risk: [ ] Minimal Risk [X] Foreseeable Risk

Environmental Conditions
- Works in a confined area
- May work with potentially dangerous persons

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Required Skills and Knowledge:

Knowledge of:

- PCSO policy, procedures and benefits
- Emergency procedures
- Appropriate forms and documents
- PCSO facilities and locations
- Inmate rules and regulations
- Inmate property procedures
- Criminal Justice system
- Inmate money intake procedures
- Bond procedures
- Cell locations
- Visitor log
- Housing layout
- Objective classification system
- *FCIC/NCIC procedures
- *CJIS system
- Special housing needs
- Inmate rights
- County and State agencies
- Resources
- Filing system
- Office supplies

Ability to:

- Read and write English
- Operate office equipment
- Recognize potential problems
- Perform inventory
- Count U.S. currency

Skills:

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

Physical Requirements:

- Lift 25 lbs.
- Carry 10 lbs.
- 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

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

*FCIC/NCIC: Florida Crime Information Center/National Crime Information Center
*CJIS: Criminal Justice Information System