

**Polk County Sheriff's Office Job Description**  
**1409 Career Development Specialist**

February 28, 2000, Revised October 9, 2006

**Position Concept:**

The Career Development Specialist performs operational, administrative and clerical duties in the coordination of the agency's performance and compensation plans and related 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 Career Development Specialist 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 and conduct public presentations
- Plan and design materials, forms, surveys
- Assist member's career pathing
- Assist with promotional process
- Assist Human Resources members
- Maintain records for salary increases
- Maintain educational information
- Provide career counseling
- Maintain volunteer opportunities
- Attend meetings
- Write division procedures
- Research/compose reports
- Compose correspondence
- Maintain Career Tracking Program
- Conduct surveys
- Prepare service awards

**Education, Professional Certification or License:**

- Certification by State of Florida as Notary Public or eligible for certification
- Two (2) year degree from an accredited college or university with major course work in public or personnel administration, business administration, or a related field preferred
- Successfully complete Legal Aspects of Human Resources, Business Writing, Fair Labor Standards Act courses, or equivalent training
- Certification as Human Resource Management or obtain within 12 months

**Professional Experience:**

- One year or more demonstrated proficiency in Windows, Excel or equivalent word processing/ spreadsheet program
- Demonstrated keyboarding proficiency of 35 wpm with no more than 5 errors
- A comparable amount of training and experience may be substituted for the minimum qualifications
- Minimum two years clerical experience
- Experience within the PCSO Human Resources Division or another governmental agency personnel office is preferred

**Status:**                       Civilian       Sworn       Certified

**Blood and Viral Pathogen Risk:**                       Minimal Risk                       Foreseeable Risk

**Environmental Conditions:**

- Work is performed in an office environment with normal levels of stress

## **Polk County Sheriff's Office Job Description 1409 Career Development Specialist**

### **Required Skills and Knowledge:**

#### **Knowledge of:**

- PCSO policy and procedures
- Resources
- Florida State Statutes
- PCSO organizational structure
- Job procedures and progression
- Federal/State laws pertaining to personnel
- Division policy and procedures
- Office supplies
- Alphabetical and numerical filing system
- Appropriate forms
- Allocation
- Various computer programs and software

#### **Ability to:**

- Perform research
- Operate office equipment
- Operate audio/visual equipment
- Read and write English
- Operate motor vehicle
- Reason logically
- Compose

#### **Skills:**

- Decision making
- Keyboarding
- Public speaking
- Presentation
- Basic mathematical
- Analytical
- Computer
- Basic English grammar
- Interpersonal
- Telephone
- Organizational
- Communication

### **Physical Requirements:**

- Speak English understandably
- Manual dexterity
- Ambulate independently
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Walk
- Bend/squat
- Lift/carry 35 lbs.

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