

Polk County Sheriff's Office Job Description
1425 Employment Placement Specialist

March 3, 2005, Revised October 9, 2006

Position Concept:

The Employment Placement Specialist conducts thorough background investigations on potential applicants for employment with the Polk County Sheriff's Office. The member performs investigative, recruitment, clerical and operational duties and tasks specific to the position under direction of the Employment Services Manager.

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 Employment Placement 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:

- Complete criminal history check
- Check driver's license record
- Contact employer, personal references
- Conduct neighborhood interviews
- Conduct civilian applicant interviews
- Fingerprint applicants
- Schedule interviews and testing
- Follow-up *FCIC/NCIC hit
- Distribute job openings information
- Disseminate employment announcements
- Schedule and attend job career fair
- Conduct tours of PCSO facilities
- Distribute material at orientation
- Maintain recruiting files and ratios
- Complete investigation memos
- Compile statistical reports
- Maintain compliance with state/federal laws
- Maintain bonuses/reimbursement
- Attend committee meetings

Education, Professional Certification or License:

- *FCIC/NCIC certification or ability to attain
- 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 Interviewing People seminar or equivalent training courses
- Valid Florida driver's license

Professional Experience:

- Minimum one (1) year of law enforcement experience or (2) years of investigative experience with another entity of the Criminal Justice System desired
- Two-five years personnel experience preferred

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Office setting under normal amount of stress
- Often out of office driving long distances in all weather conditions
- Works varying hours

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Required Skills and Knowledge:

Knowledge of:

- PCSO employment requirements
- Resources
- *FCIC/NCIC procedures
- Federal and State laws pertaining to personnel issues
- Division policy and procedures
- Fingerprinting
- Appropriate forms
- PCSO policy and procedures
- Job descriptions
- Geographical area
- Discrimination laws
- Established law enforcement practices
- Florida Department of Law Enforcement

Ability to:

- Operate motor vehicle
- Read and write English
- Operate office equipment
- Operate calculator
- Read a map
- Drive long distances
- Operate audio/visual equipment
- Compose

Skills:

- Public speaking
- Investigative
- Computer
- Interpersonal
- Keyboarding
- Telephone
- Computation
- Good English grammar
- Basic mathematical
- Analytical
- Research
- Interviewing
- Organizational
- Composing
- Initiative

Physical Requirements:

- Bend/squat
- Lift 25 lbs.
- Walk
- Sit for long periods
- Stand for long periods
- See at normal range or with accommodation
- Hear at normal level 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