

Polk County Sheriff's Office Job Description
1501 Detention Counselor

October 9, 2006, Revised February 15, 2011

Position Concept:

The Detention Counselor provides counseling, social and rehabilitative services to inmates at the county detention facility. The Counselor's duties include, but are not limited to operational, administrative, and communication tasks.

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 Detention Counselor 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:

- Provide notary service
- Liaison with faith based programs and volunteers in facility
- Coordinate faith based programs
- Coordinate inmate programs
- Provide general counseling to inmates
- Provide indigent inmate roster for facility
- Provide indoor recreation/supplies
- Communicate with inmates
- Communicate with public
- Approve, inspect for contraband, and mark for delivery books, bibles, other literature received in the mail for the inmate population
- Serve on the Inmate Welfare Fund committee

Education, Professional Certification or License:

- Bachelor's degree from an accredited college or university in Psychology, Sociology, Corrections or related field.
- *FCIC/NCIC Certification and FLCCIS access within six months of job placement
- Valid Florida driver's license

Professional Experience:

- Minimum one (1) year experience in social services or working with inmates
- Demonstrated proficiency of keyboarding 35 wpm with no more than 5 errors

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works near potentially combative persons

**Polk County Sheriff's Office Job Description
1501 Detention Counselor**

Required Skills and Knowledge:

Knowledge of:

- Florida State Statutes
- Inmate's programs
- PCSO policy and procedures
- Notary laws
- PCSO facilities
- Criminal Justice System
- *FCIC/NCIC procedures
- Faith based programs
- Community religious organizations, associations

Ability to:

- Operate a motor vehicle
- Read and write English

Skills:

- Keyboarding
- Laminating
- Communication
- Read and write English
- Interpersonal
- Organizational
- Telephone

Physical Requirements:

- Lift/Carry 50 lbs.
- Walk
- 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
- Ambulate independently

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

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

*FLCCIS: Florida Comprehensive Case Information System