

Polk County Sheriff's Office Job Description
1540 Staff Assistant

October 28, 1999, Revised November 3, 2008

Position Concept:

The Staff Assistant assists in the productive and efficient management of the assigned office. The member performs administrative, operations, public relations and clerical duties and tasks specific to the position. The Staff Assistant may be assigned to perform tasks as needed in the Office of the Sheriff, the Office of Communications, the Office of Business Affairs, the Department of Law Enforcement and the Department of Detention.

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 Staff Assistant 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:

- Brief Commander concerning incidents
- Ensure CALEA reports are completed
- Assist in budget preparation
- Monitor the budget
- Prepare statistical reports
- Compose, construct manuals and directives
- Coordinate records and documents
- Prepare awards and commendations
- Assist other members
- Evaluate applicant files
- Perform creative writing tasks
- Research, prepare programs and projects
- Plan, direct and review activities
- Collect data and formulate reports
- Schedule/plan/coordinate ceremonies
- Respond to citizen inquiries
- Communicate with media
- Communicate with citizens
- Act as liaison
- Interact with agency members
- Maintain appointment calendar
- Compose and distribute correspondence
- Attend staff meetings and prepare minutes
- Establish and maintain files
- Prepare requisitions
- Prepare travel arrangements and vouchers
- Provide concealed weapons applications
- Maintain Department member allocation
- Schedule conference and training rooms
- Coordinate seminars
- Assist Administrative Assistants

Education, Professional Certification or License:

- High School or GED
- Supplemental course work in the clerical or secretarial field

Professional Experience:

- Minimum of three (3) years experience as a secretary or closely related field
- Demonstrated keyboarding proficiency of 65 wpm with no more than 5 errors
- Ability to take dictation by shorthand or speed writing is preferred

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

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Environmental Conditions:

- Works in an office environment with normal stress levels

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- CALEA standards and requirements
- Resources
- Judicial system
- Office supplies and forms
- Budgeting
- Federal and State laws
- Organizational components and members
- Florida State statutes
- Public officials
- Other entities
- Subject matter
- Filing system
- Media

Ability to:

- Read and write English
- Operate office equipment
- Use discretion/confidentiality
- Operate a calculator
- Compose
- Perform research

Skills:

- Keyboarding
- Secretarial
- Interpersonal
- Organizational
- Mathematical
- Computer
- Basic accounting
- Shorthand
- Basic English grammar
- Scheduling
- Analytical
- Telephone
- Decision-making
- Advanced composition
- Presentation
- Public speaking

Physical Requirements:

- Lift/carry 30 lbs.
- Bend/squat
- Sit for long periods
- Stand for long periods
- See at a normal range or with accommodation
- Hear at a normal level or with accommodation
- Speak English understandably
- Manual dexterity
- Ambulate independently

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