

Polk County Sheriff's Office Job Description
1610 Team Leader

February 15, 1999, Revised October 9, 2006

Position Concept:

The Crime Information Specialist Team Leader performs clerical and operations duties in filing, copying and the maintaining of files and documents in the Warrants Unit-Crime Information Center.

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 Team Leader 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:

- Process and file warrants
- Answer telephone
- Log warrants
- Disburse warrants to deputies
- Compose and prepare correspondence
- Process mail
- Assist law enforcement personnel/public
- Compile monthly archives
- Maintain teletype logs
- Maintain radio logs
- Maintain various logs
- Maintain daily pass-along log
- Maintain manual and electronic records
- Perform queries
- Perform *FCIC/NCIC activity
- Enter *BOLOs
- Perform wanted inquiries
- Perform criminal histories
- Perform records checks
- Communicate via *FCIC/NCIC
- Communicate via two-way radio
- Initiate calls for service via CAD
- Enter warrants
- Modify or supplement warrants
- Confirm and cancel warrants
- Withdraw warrants
- Place hold on persons arrested
- Conduct on-the-job training
- Initiate emergency notification
- Switch *FCIC terminal printers
- Pull audio tapes and duplicate
- Report equipment failure
- Supervise Crime Information Unit Team
- Testify in court
- Maintain professional training

Education, Professional Certification or License:

- High School or GED, two year College Degree preferred
- Maintain a current *FCIC/NCIC certification
- Valid Florida driver's license

Professional Experience:

- Demonstrated proficiency of keyboarding 35 wpm with no more than 5 errors
- Minimum of twelve (12) consecutive months experience as a full time Crime Information Specialist II with Polk County Sheriff's Office and attain a passing score (80%) on the Team Leader proficiency Test

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 variable levels of stress
- Works various shifts

Required Skills and Knowledge:

Knowledge of:

- Office supplies
- *FCIC/NCIC procedures
- Criminal Justice System
- PCSO policy and procedures
- Filing system
- Resources
- Referral sources
- Automated transmittal logs
- Logs and procedures
- Geographical area
- Appropriate documents
- Other agencies
- Radio codes, signals, unit identifications
- Florida State Statutes
- Contact members
- Telecommunications procedures
- All aspects of Unit
- Switching procedure
- Maintenance contracts
- Recording equipment operation

Ability to:

- Operate motor vehicle
- Operate office equipment
- Retrieve information via many sources
- Communicate
- Read and write English
- Follow instructions
- Concentrate under stress
- Prioritize

Skills:

- Alphabetizing
- Analytical
- Basic English grammar
- Interpersonal
- Computer
- Telephone
- Organizational
- Keyboarding
- Instructor
- Supervisory
- Problem solving
- Secretarial
- Composition
- Management

Physical Requirements:

- Lift/carry 20 lbs.
- Bend/squat
- Climb
- Reach
- Ambulate independently
- 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 (normal)

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

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

*BOLO: Be-On-the-Look-Out