

**Polk County Sheriff's Office Job Description**  
**1634 Elderly Services Officer**

August 24, 2005, Revised October 9, 2006

**Position Concept:**

The Elderly Services Officer performs public service functions providing crime prevention programs and building citizen and law enforcement awareness. The member performs complex public relations, administrative and operational duties and tasks specific to the position.

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 Elderly Services Officer 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:**

- Coordinate \*S.A.L.T. Council
- Conduct tours
- Represent the Sheriff at functions
- Respond to community/agency requests
- Recruit and supervise volunteers
- Conduct Elderly Programs
- Attend community events
- Attend meetings/workshops
- Prepare/conduct public presentations
- Compile records and statistics
- Conduct Elderly Sensitivity Training
- Conduct briefings for personnel
- Collect and analyze survey
- Identify community needs
- Develop new programs
- Document information
- Maintain gas log
- Prepare purchase requisition
- Compose correspondence

**Education, Professional Certification or License:**

- Two (2) year college degree from an accredited college or university
- Four (4) year college degree preferred
- Valid Florida Driver's License
- Certification by American Red Cross in cardiopulmonary resuscitation, certification as a Crime Prevention Practitioner as designated by the Florida Attorney General's Office, in conjunction with Florida Crime Prevention Association

**Professional Experience:**

- Demonstrated keyboard proficiency of 35 wpm with no more than 5 errors

**Status:**                             Civilian     Sworn     Certified

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

**Environmental Conditions:**

- Works in inclement weather conditions
- Works varying hours

## **Polk County Sheriff's Office Job Description 1634 Elderly Services Officer**

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

#### **Knowledge of:**

- PCSO policy and procedures
- Crimes against the elderly
- Gerontology
- PCSO facilities
- Florida State Statutes
- Criminal Justice system
- Crime Prevention program
- Cultural diversity
- County and state agencies
- Computer programs/software
- Internet research
- Multi-medium communication
- Resources
- Geographical area
- Elderly programs and agencies

#### **Ability to:**

- Read and write English
- Operate a motor vehicle
- Use a calculator
- Reason logically
- Operate multi-medium communication tools
- Operate office equipment
- Compose

#### **Skills:**

- Organizational
- Strong communication
- Advanced interpersonal
- Basic mathematical
- Computer
- Keyboarding
- Advanced English grammar
- Public speaking
- Instructor
- Interview
- Research
- Supervisory
- Analytical
- Telephone
- Decision making
- Reading comprehension

### **Physical Requirements:**

- 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
- Bend/Squat
- Walk
- Lift 35 lbs.
- Run

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

\*S.A.L.T: Seniors and Law Enforcement Together