

Polk County Sheriff's Office Job Description
1635 Crime Prevention Specialist

August 24, 2005, Revised August 21, 2008

Position Concept:

The Crime Prevention Specialist 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 Crime Prevention 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:

- Conduct tours
- Represent the Sheriff at functions
- Respond to community/agency requests
- Attend community events
- Attend meetings/workshops
- Conduct special programs
- Prepare/conduct public presentations
- Compile records and statistics
- Conduct briefings of personnel
- Monitor crime trends
- Identify community needs
- Develop new programs
- Provide member training
- Assume role of supervisor
- Document information
- 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 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 in inclement weather conditions
- Works varying hours

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Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- PCSO facilities
- Florida State Statutes
- Criminal Justice system
- Crime Prevention program
- Cultural diversity
- County and state agencies
- Computer programs/software
- Internet research
- Fingerprint techniques
- Resources
- Multi-medium communication
- Geographical area
- Specific subject matter
- Equipment and functions

Ability to:

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

Skills:

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

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 50 lbs.
- Run
- Stoop

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

*FDLE: Florida Department of Law Enforcement