

Polk County Sheriff's Office Job Description
1645 Records Supervisor

June 10, 1997, Revised January 11, 2010

Position Concept:

The Records Supervisor effectively and efficiently manages the administrative, operations and clerical duties of the Records Section.

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 Records Supervisor 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 meetings
- Attend meetings
- Research and prepare statistical reports
- Compose policies, procedures, programs
- Supervise Records Section
- Distribute work assignments
- Assist in hiring of members
- Conduct training and cross training
- Prepare member evaluations
- Prepare and approve attendance records
- Schedule training
- Assist Records Section members
- Coordinate computer access
- Oversee maintenance on equipment
- Assist in preparation of annual budget
- Maintain contact with other agencies
- Assist the Administrator
- Testify at depositions
- Maintain CALEA standards
- Generate computer print-outs
- Report hate crimes
- Record Pawn Unit hits
- Act as liaison
- Maintain pawn tickets
- Compose memoranda
- Prepare purchase requisitions

Education, Professional Certification or License:

- Two (2) year degree from an accredited college or university
- Complete eighty (80) hour *CJSTC approved Line Supervision course or equivalent
- Valid Florida driver's license

Professional Experience:

- Experience in office management and supervision is preferred

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Work is performed in an office environment with normal amounts of stress and extensive public contact

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Required Skills and Knowledge:

Knowledge of:

- Geographical area
- PCSO policy and procedures
- Florida State Statutes
- Records Section policy and procedures
- Florida Records Management Archives
- County ordinances
- Resources
- Section needs
- Office supplies
- Appropriate forms
- Criminal Justice System
- *FDLE
- *CALEA standards
- Filing system

Ability to:

- Operate a motor vehicle
- Operate office equipment
- Read and write English
- Compose
- Perform research
- Recognize and count U.S. currency
- Comprehend

Skills:

- Public speaking
- Organizational
- Supervisory
- Analytical
- Basic English grammar
- Computer
- Clerical
- Instructor
- Interpersonal
- Keyboarding
- Decision-making
- Observation
- Basic mathematical
- Scheduling
- Analytical
- Telephone
- Budgeting
- Management

Physical Requirements:

- 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
- Walk
- Lift 30 lbs.
- Climb ladder

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

*FDLE

*CALEA standards