

Polk County Sheriff's Office Job Description
1646 Technical Services Supervisor

September 8, 2003, Revised January 11, 2010

Position Concept:

The Technical Services Supervisor of the Records Management Bureau, Records Section, effectively and efficiently manages the administrative, supervisory, technical, and operations duties of the Technical Services Unit.

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 Technical Services 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:

- Research and prepare statistical reports
- Assist the Administrator
- Supervise Technical Services Unit
- Compose procedures and directives
- Conduct/attend meetings
- Liaison with other agencies
- Conduct training
- Assure Compliance
- Coordinate work assignments
- Plan/direct/review special projects
- Coordinate and conduct archive storage
- Oversee maintenance on equipment
- Process expungements
- Serve on committees
- Compose correspondence
- Prepare supply order
- Maintain professional training
- Testify in court

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
- Additional course work or training in photo processing preferred
- Limited Access Terminal Operator

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
- Works near photo chemicals with potential hazards and odors
- Works near processing equipment which emits loud noises

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Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- State of Florida Records Retention
- Resources
- Florida Records Management Archives
- Criminal Justice system
- Florida State Statutes
- Office supplies
- Unit procedures
- *FCIC/*CJIS procedures
- Confidentiality laws
- Appropriate forms
- Records personnel and related equipment
- Processing equipment
- Geographical area

Ability to:

- Operate office equipment
- Read and write English
- Compose
- Reason logically
- Comprehend
- Keep records
- Recognize and count U.S. currency
- Operate motor vehicle

Skills:

- Organizational
- Analytical
- Research
- Interpersonal
- Computer
- Basic English grammar
- Basic accounting
- Management
- Supervisory
- Instructor
- Interviewing
- Telephone
- Public speaking
- Keyboarding
- Basic mathematical
- Decision-making
- Communication

Physical Requirements:

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

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

*FCIC: Florida Crime Information Center

*CJIS: Criminal Justice Information System