

**Polk County Sheriff's Office Job Description**  
**1806 Classification Supervisor**

March 02, 1994, Revised October 1, 2009

**Position Concept:**

The Classification Supervisor performs supervisory duties overseeing members engaged in the classification of jail inmates into proper categories, accurately calculating release dates and maintaining inmate files. The Supervisor must be able to perform all the duties of a Classification Clerk. The Supervisor's duties include but are not limited to administrative, clerical and operational.

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 Classification 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:**

- Approve Leave Time and Payroll
- Prepare Schedule for Clerks
- Resolve Disciplinary Problems
- Maintain Policies and Procedures
- Prepare Evaluations
- Coordinate Training of Members
- Sort and Distribute Mail
- Process Written Correspondence
- Compose Memoranda
- Resolve Issues
- Coordinate Computer Security
- Order Office Supplies
- Prepare Juvenile Reports
- Prepare Monthly DOC Report
- Prepare Department Reports

**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
- \*FCIC/NCIC certification
- \*CJIS training

**Professional Experience:**

- Minimum 2 years experience as a Detention Support Specialist assigned to Classification
- Demonstrated proficiency of keyboarding 35 wpm with no more than five errors

**Status:**                             Civilian     Sworn     Certified

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

**Environmental Conditions:**

- Works primarily in an office environment with normal stress

**Required Skills and Knowledge:**

**Knowledge of:**

- Criminal Justice System
- Juvenile System
- County and State agencies
- All duties of Classification Clerk
- PCSO policy and procedures
- Resources
- Appropriate documents and forms
- Filing system

**Ability to:**

- Operate office equipment
- Operate calculator
- Read and write
- Perform research

## **Polk County Sheriff's Office Job Description 1806 Classification Supervisor**

### **Skills:**

- Organizational
- Basic mathematical
- Basic English grammar
- Keyboarding
- Interpersonal
- Supervisory
- Decision making
- Computer
- Telephone

### **Physical Requirements:**

- Stand for long periods
- See at normal range or with accommodation
- Speak English understandably
- Walk
- Hear at normal level or with accommodation
- Sit for long periods
- Manual Dexterity
- Ambulate independently

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

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

\*CJIS: Criminal Justice Information System