

**Polk County Sheriff's Office Job Description**  
**1827 Fiscal Analyst**

August 7, 2006, October 9, 2006, Revised March 19, 2008

**Position Concept:**

The Fiscal Analyst is responsible for coordinating the budget, procurement and licensing in the Information Technology Division for the Polk County Sheriff's Office. The member performs technical and clerical 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 Fiscal Analyst 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:**

- Determine operational needs of users
- Maintain the section budget
- Evaluate stock levels of equipment
- Review contracts and licensing
- Maintain requirements
- Compile recommendation reports
- Maintain equipment inventory
- Contact vendors
- Prepare purchase orders
- Formulate standards and procedures

**Education, Professional Certification or License:**

- Two (2) year college degree in Computer Science or related technical fields
- A comparable amount of training may be substituted
- Valid Florida driver's license

**Professional Experience:**

- Minimum two (2) years experience in hands-on operation and repair of various computers and peripherals
- Minimum one (1) year as a Computer Hardware Technician

**Status:**                       Civilian       Sworn       Certified

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

**Environmental Conditions:**

- Works with and around electrical equipment

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**Required Skills and Knowledge:**

**Knowledge of:**

- Computer equipment
- Electrical tools
- Budgeting
- Resources
- Vendors
- Purchasing procedures
- Appropriate forms
- PCSO policy and procedures
- Contracts and licensing

**Ability to:**

- Operate a motor vehicle
- Read and write English
- Compose

**Skills:**

- Computer
- Computer repair
- Basic mathematical
- Data communication
- Interpersonal
- Organizational

**Physical Requirements:**

- Bend/squat
- Lift 35 lbs.
- 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

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