

Polk County Sheriff's Office Job Description
1921 Minority Recruiter

July 29, 2010

Position Concept:

The Minority Recruiter will focus on achieving a diverse work force that reflects the community. The member performs investigative, recruitment, and operational duties and tasks specific to the position. Position requires exercise of discretion, independent judgment and independent thought.

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 Minority Recruiter 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:

- Complete criminal histories
- Check driver's license record
- Contact employer/personal references
- Conduct neighborhood interviews
- Distribute job openings information
- Disseminate employment bulletins
- Attend job career fair
- Market job opportunities in diverse communities
- Conduct tours of facility
- Participate at orientation
- Prepare and conduct public presentations
- Design recruiting materials
- Maintain recruiting files and ratios
- Complete investigation memos
- Attend committee meetings
- Prepare statistical reports/surveys
- Research salary/job/policy information

Education, Professional Certification or License:

- *NCIC/FCIC certification or ability to attain
- Certification by State of Florida as Notary Public or eligible for certification
- Possess a two (2) or four (4) year degree from an accredited college or university with major course work in public or personnel administration, business administration, or a related field preferred
- Valid Florida driver's license

Professional Experience:

- Personnel experience preferred
- Demonstrated computer skills and computer literacy
- Two years experience Human Resource or other assignments requiring public speaking

Status: Civilian Sworn Certified Exempt

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

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Environmental Conditions:

- Office setting under normal amount of stress
- Often out of office driving long distances in all weather conditions
- Works varying hours
- Works with computer and numbers requiring detail attention

Required Skills and Knowledge:

Knowledge of:

- PCSO employment requirements
- Resources
- *NCIC/FCIC procedures
- Federal/State laws pertaining to personnel
- Division policy and procedures
- Appropriate forms
- PCSO policy and procedures
- Florida State Statutes
- Job descriptions
- Geographical area
- Discrimination laws
- Affirmative Action Plan
- Established law enforcement practices
- Criminal Justice System
- Americans with Disabilities Act
- Research methods
- Community and minority organizations
- Recruiting methods
- PCSO facilities
- Internet

Ability to:

- Operate motor vehicle
- Read and write English
- Operate office equipment
- Operate calculator
- Prepare statistical studies
- Read a map
- Drive long distances
- Operate audio/visual equipment
- Compose

Skills:

- Public speaking
- Investigative
- Computer
- Interpersonal
- Keyboarding
- Telephone
- Basic English grammar
- Basic mathematical
- Analytical
- Research
- Interviewing
- Organizational

Physical Requirements:

- Bend/squat
- Lift 25 lbs.
- Walk
- 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
- Ambulate independently

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