

Polk County Sheriff's Office Job Description
1925 Warrants Supervisor

December 21, 1998, Revised January 11, 2010

Position Concept:

The Warrants Supervisor effectively and efficiently manages the administrative, operations, and clerical duties of the Warrants Administrative 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 Warrants 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:

- Act as assistant terminal agency coordinator
- Assist in hiring selection
- Assist in budget preparation
- Prepare statistical reports
- Compose/construct procedures/directives
- Conduct team leader meetings
- Conduct training
- Interact with other agencies
- Ensure integrity of files
- Maintain manuals
- Supervise office personnel
- Review/approve attendance records
- Prepare member evaluations
- Monitor training status
- Set goals/objectives
- Monitor Internet Tip Line
- Maintain records
- Maintain warrant attempt log
- Oversee security and maintenance
- Perform queries
- Process citizen complaints
- Communicate via teletype and radio
- Initiate calls for service
- Process/file warrants
- Modify supplement warrants
- Confirm/cancel warrants
- Maintain professional training
- Testify in court
- Assist law enforcement and public
- Log warrants
- Disburse warrants to deputies
- 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
- *FCIC/NCIC Certification (obtain within six months)
- Certification by State of Florida as Notary Public or eligible for certification
- Deputy Clerk of Court or eligible to acquire
- Valid Florida driver's license

Professional Experience:

- Demonstrated proficiency of keyboarding 45 wpm with no more than 5 errors
- Minimum of two (2) years experience with the Polk County Sheriff's Office
- Experience in office management and supervision is preferred

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

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Environmental Conditions:

- Work is performed in an office environment with normal levels of stress

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Resources
- Unit needs and technology
- Office supplies
- Appropriate forms and documents
- Budgeting
- Personnel and related equipment
- Florida State Statutes
- Criminal Justice System
- *FDLE policy and procedures
- County ordinances
- Constitutional law
- Filing system
- Radio codes, signals, identifications
- *FCIC/NCIC procedures
- Other agencies
- Geographical area
- Telecommunications procedures
- All aspects of Warrants Unit
- Computer software
- Training classes
- Referral sources
- Automated Transmittal log

Ability to:

- Operate a motor vehicle
- Operate office equipment
- Read and write English
- Comprehend
- Compose
- Reason logically
- Retrieve information

Skills:

- Organizational
- Supervisory
- Computer
- Research
- Instructor
- Interpersonal
- Keyboarding
- Decision-making
- Basic mathematical
- Alphabetizing
- Telephone
- Analytical
- Scheduling
- Management
- Communication
- Political Awareness
- Public Relations

Physical Requirements:

- Lift 20 lbs
- Walk
- Bend/Squat
- Climb
- 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

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

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

*FDLE: Florida Department of Law Enforcement