

Polk County Sheriff's Office Job Description
2222 Accreditation Analyst
Date May 20, 2009

Position Concept:

The Accreditation Analyst provides highly responsible and complex administrative support to the Accreditation Unit. Under the general supervision of the Accreditation Manager, the Accreditation Analyst is responsible for coordinating accreditation research assignments to ensure new or revised written directives and agency forms are in compliance with accreditation standards.

The member must exercise considerable initiative and judgment in planning and completing assignments. The member keeps informed of each accreditation process, including proposed changes or amendments to the standards, policies, or process changes. The 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 Accreditation 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:

- Provide Lists of Required Reports
- Perform Forms Inventory
- Perform Forms Control
- Maintain Records
- Build/Maintain Accreditation Files
- Compose Policy, Procedures, Directives
- Conduct Staff Study
- Contact Citizens and Other Agencies
- Evaluate impact of changes on agency policies and procedures
- Process Public Records Requests
- Maintain Issued Equipment
- Review Statutes, Ordinances, General Orders, Directives, Procedures
- Update, Maintain and Review Manuals
- Prepare Correspondence
- Conduct Staff Inspections
- Instruct accreditation familiarization
- Interact with Members and Staff
- Research Written Directives

Education, Professional Certification or License:

- Valid Florida driver's license
- High School or GED
- Two year college degree preferred

Professional Experience:

- Minimum two (2) years non-probationary status

Status: Civilian Sworn Certified Exempt

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works primarily in an office environment with normal levels of stress

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Required Skills and Knowledge:

Knowledge of:

- Florida State Statutes
- Florida State Statute Chapter 119
- PCSO General Orders, directives and procedures
- Accreditation process
- *ASAP program
- *AC/TRAC Program
- Appropriate documents and forms
- Criminal Justice system
- CALEA, CFA, FCAC, PSCA
- Constitutional Law
- Law Enforcement/Detention practices
- Research/Technical Methods
- Technical Equipment (cameras, recording equipment, CD writer)
- General legal/liability Issues
- Organizational components
- County Ordinances
- Filing System

Ability to:

- Read and write English
- Operate office equipment
- Communicate effectively
- Operate a motor vehicle
- Interpret accreditation standards
- Comprehend information
- Operate calculator
- Interpret policy and procedures
- Conduct staff inspections
- Compile statistics and formulate reports
- Work independently

Skills:

- Photographic/Digital and Video
- Interpersonal
- Decision Making
- Computer
- Advanced English grammar
- Organizational
- Attention to detail
- Proofreading
- Keyboarding
- Telephone
- Analytical
- Basic mathematical
- Management

Physical Requirements:

- Bend/squat
- Walk
- Speak English understandably
- See at normal range with accommodations
- Hear at normal level with accommodations
- Sit for long periods
- Stand for long periods
- Manual dexterity
- Upper body strength

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

*ASAP: Agency Self Assessment Program

*AC/TRAC: Automated Accreditation Tracking and Management