

**Polk County Sheriff's Office Job Description**  
**2707 Programmer I**

July 8, 1997, Revised October 9, 2006

**Position Concept:**

The Programmer I performs Technical and Operations work in the Information Technology Section and is knowledgeable in the duties, tasks, and responsibilities.

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 Programmer I 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:**

- Create and develop programs
- Maintain and modify programs
- Maintain knowledge of software
- Conduct emergency boot of SEQUENT
- Boot SEQUENT mainframe
- Create PCSO Internet Web page
- Provide user assistance
- Maintain system security
- Maintain PCSO Internet Web page

**Education, Professional Certification or License:**

- Two (2) year degree in Computer Science or related field from accredited college or University
- Four (4) year degree in Computer Science or related field from an accredited college or University preferred

**Professional Experience:**

- Two (2) years specialization/training in 4 GL database programming, UNIX and DOS
- Experience in computer programming for Law Enforcement agency preferred
- Comparable training and experience may be substituted
- Familiarity with Web Pages and Internet software

**Status:**                             Civilian     Sworn     Certified

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

**Environmental Conditions:**

- Works with and around electrical equipment

**Required Skills and Knowledge:**

**Knowledge of:**

- PCSO policy and procedures
- Programming language
- Resources
- UNIX system commands
- Current system configuration
- Electronic Data Processing equipment
- Geographical area
- Proper use of tools and test equipment
- Operating system
- FTP software
- Web page design tools
- html and Java language
- Web browsers

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**Ability to:**

- Read and write English

**Skills:**

- Diagnostic
- Technical
- Interpersonal
- Advanced computer
- Operate a motor vehicle
- Basic English grammar
- Keyboarding
- Troubleshooting
- Research

**Physical Requirements:**

- Sit
- See at normal level or with accommodation
- Hear at normal level or with accommodation
- Speak English understandably
- Drag
- Crawl
- Bend/squat
- Lift 50 lbs.
- Carry 50 lbs.
- Recognize colors
- Stand
- Walk
- Manual dexterity
- Sense of smell