

Polk County Sheriff's Office Job Description
2715 Sergeant-Administrative Investigations
April 15, 1998, Revised October 1, 2009

Position Concept:

The Sergeant-Administrative Investigations is a sworn certified member who possesses all the requisite knowledge, skills and physical abilities incumbent upon an entry level Deputy Sheriff or Detention Deputy. The member performs administrative, operational, supervisory, public relations and documentation tasks and duties.

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 Sergeant - Administrative Investigations 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:

- Manage office
- Develop Correspondence
- Review Accident/Injury Reports
- Distribute New Policies
- Set Goals and Objectives
- Review and Approve Reports
- Maintain Files
- Investigate Grievances
- Prepare Schedules
- Screen Citizen Complaints
- Oversee Equipment and Supplies
- Compose Intra-Office Correspondence
- Supervise Members
- Conduct Meetings within Section
- Conduct Training of Laws and Policies
- Approve Attendance Records
- Provide Information to Public
- Disseminate Information to Media
- Maintain Issued Equipment
- Maintain Firearms
- Inspect and Maintain Vehicle
- Review Statutes/Ordinances
- Update, Maintain, Review Manuals

Education, Professional Certification or License:

- State of Florida, Basic Recruit, Certificate of Compliance
- Four (4) year degree from an accredited college or university
- Completion of a *CJSTC-approved, 80 hour line supervision course
- Valid Florida driver's license

Professional Experience:

- Minimum four (4) consecutive years experience as a full time certified Deputy Sheriff or Detention Deputy with Polk County Sheriff's Office or
- Completion of the Street or Floor Training Instructor, Detective Evaluation, Boot Camp Drill Instructor, Special Needs Unit or Book-in Officer Training Program and a minimum of three (3) consecutive years experience as a full time Deputy Sheriff or Detention Deputy with the Polk County Sheriff's Office

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works primarily in an office environment
- At times subject to inclement weather conditions
- May have to endure acts of physical endurance

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Required Skills and Knowledge:

Knowledge of:

- Resources
- PCSO policy and procedures
- Florida State Statues
- County Ordinances
- Radio codes, signals
- Geographical area
- Criminal Justice System
- OSHA standards
- Crime analysis
- Community
- Political awareness
- Case Reporting Manual
- Public records law
- Constitutional laws
- Federal laws
- Fair Labor Standards Act
- Equal Employment Opportunity
- Americans with Disability Act
- Current events
- Firearms manufacture's standards
- Issue weapon nomenclature

Ability to:

- Perform minor vehicle maintenance
- Interpret laws and policy
- Compose
- Maintain confidentiality
- Operate a calculator
- Operate a motor vehicle
- Read and write English
- Operate office equipment
- Read gauges and odometers
- Comprehend instructions
- Disassemble and reassemble firearm

Skills:

- Management
- Investigative
- Instructor
- Stress Management
- Communication
- Leadership
- Keyboarding
- Telephone
- Supervisory
- Decision-making
- Basic mathematical
- Analytical
- Counseling
- Interpersonal
- Computer
- Basic English grammar
- Interviewing
- Interrogation
- Scheduling
- Media relations
- Public relations
- Weapon proficiency

Physical Requirements:

- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual dexterity
- Ambulate independently
- Bend/Squat
- Walk
- Lift 40 lbs.
- Sense of smell
- Withstand chemical odor
- Strength to loosen lug nuts

*CJSTC: Criminal Justice Standards Training Commission