

Polk County Sheriff's Office Job Description
2718 B.S.I. Systems Technician

February 8, 2002, May 1, 2006, Revised October 1, 2009

Position Concept:

The B.S.I. Systems Technician is a sworn, certified member who possesses all the requisite knowledge, skills and physical abilities incumbent upon the position of an entry level deputy sheriff. The B.S.I. Systems Technician provides technical expertise in the analysis, design, construction, implementation, documentation and ongoing support for user applications.

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 B.S.I. Systems Technician 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:

- Analyze user needs
- Design program specifications
- Test and implement projects
- Maintain knowledge of systems developed
- Maintain knowledge of purchased software
- Maintain knowledge of PCSO hardware
- Maintain/service surveillance equipment
- Conduct forensic examinations
- Perform duties of deputy sheriff/detective
- Write computer programs in Mapper
- Maintain and upgrade network software
- Conduct drug tests
- Utilize electronic monitoring devices
- Provide technical instructions
- Provide technical assistance
- Provide user assistance
- Provide technical services
- Maintain and upgrade network servers hardware
- Maintain BSI network
- Attend meetings
- Assume administrative duties
- Maintain expense accounts
- Obtain oral and wire intercepts
- Write dial number orders

Education, Professional Certification or License:

- Four (4) year degree from an accredited college or university
- Valid Florida driver's license
- State of Florida, Basic Recruit Certificate of Compliance

Professional Experience:

- Minimum two (2) years specialization/training in Mapper programming, UNIX, DOS which includes one (1) year of analysis and design work
- Experience in computer programming for Law Enforcement agency required
- Comparable training and experience may be substituted for the minimum qualifications

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

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Environmental Conditions:

- Works with and around electrical equipment
- Works various hours, sometimes for extended periods of time
- Works on-call status
- Works around dangerous persons or circumstances
- May work near dangerous chemicals or substances
- Works under stressful conditions
- Undergoes the same environmental conditions of a Deputy Sheriff's position
- May be required to conduct aerial surveillance and if so must weigh less than 180 lbs. and not be subject to motion sickness

Required Skills and Knowledge:

Knowledge of:

- All requisite skills of a BSI deputy sheriff
- PCSO policy and procedures
- Florida State Statutes
- Computer storage devices
- Computer programming
- Program languages
- Resources
- Hardware and software
- Use/application/operation of computer systems
- Officer safety techniques
- Electronic listening equipment
- Undercover operations
- Electrical tools
- Products
- Programming principles
- System analysis
- Geographical area
- Computer equipment
- Computer science
- Appropriate forms
- Narcotics
- Drug test kits
- Technical devices
- Dialed Number Recorder operation

Ability to:

- Read and write English
- Operate a motor vehicle
- Operate specialized equipment
- Concentrate on task
- Operate office equipment
- Reason logically
- Use tools
- Handle confidential informants

Skills:

- Technical
- Interpersonal
- Computer
- Basic English grammar
- Keyboarding
- Research
- Telephone
- Advanced electronic
- Intelligence gathering
- Investigative
- Basic mathematical
- Instructor
- Organizational
- Decision-making
- Diagnostic
- Public speaking
- Management
- Interviewing

**Polk County Sheriff's Office Job Description
2616 B.S.I. Systems Technician**

Physical Requirements:

- Sit for long periods
- Stand for long periods
- See at a normal range or with accommodation
- Hear at a normal level or with accommodation
- Speak English understandably
- Manual dexterity
- Ambulate independently
- Bend/squat
- Walk
- Lift 100 lbs.
- Jump
- Climb
- Drag/carry 100 lbs.
- Crawl
- Run
- Sense of smell
- Recognize colors
- Physical agility
- Mobility
- Stamina