

**Polk County Sheriff's Office Job Description**  
**2804 Programmer II**

April 28, 1994, Revised October 9, 2006

**Position Concept:**

The Programmer II performs Technical and Operations work in the Management Information Section and is knowledgeable in the duties, tasks, and responsibilities of the Programmer I position.

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 II 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
- Boot SEQENT mainframe
- Screen attendance records
- Provide user assistance
- Maintain system security

**Education, Professional Certification or License:**

- Two year Degree in Computer Science or related field from accredited college or University
- Four year College Degree preferred

**Professional Experience:**

- Minimum of two (2) years specialization/training in Progress language, programming in 4 GL database, UNIX, DOS
- Experience in computer programming for Law Enforcement agency preferred
- Comparable training and experience may be substituted

**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
- Appropriate forms

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**Ability to:**

- Read and write English
- Operate a motor vehicle

- Operate office equipment

**Skills:**

- Diagnostic
- Technical
- Interpersonal
- Computer skills
- Basic English grammar
- Keyboarding

- Research
- Troubleshooting
- Research
- Telephone
- Basic mathematical

**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
- Ambulate independently