

Polk County Sheriff's Office Job Description
2813 Aide to Sheriff

February 28, 2004, Revised October 9, 2006

Position Concept:

The Aide to the Sheriff provides highly responsible and complex administrative and executive level support to the Office of the Sheriff. The member performs a variety of professional level duties involved in the coordination of the administrative and managerial activities of the Sheriff's Office. 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 Aide to the Sheriff 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:

- Review Work Product for Administrative Investigations
- Participate in Various Public Groups
- Assist with Agency Strategic Plan
- Participate on Committees/Boards
- Act as Spokesman for the Sheriff
- Participate in Budget Preparation
- Compose, Maintain Manuals
- Compose, Implement Directives, Policy
- Coordinate Activities with Other Agencies
- Prepare Complex Correspondence
- Respond to Citizen Inquiries
- Compose Speeches
- Plan, Direct and Review Special Projects
- Review, Research, Evaluate Reports
- Plan, Direct Legislative, Interest Group and Intergovernmental Activities
- Prepare and Present Reports
- Prepare Statistical Analyses/Reports/Plans
- Attend Meetings
- Perform Creative Writing Tasks
- Research, Arrange, Conduct Projects
- Arrange and Conduct Programs
- Coordinate, Attend Required Engagements
- Act as Liaison
- Coordinate/oversee function of the Sheriff's Advisory Counsel

Education, Professional Certification or License:

- Four (4) year degree from an accredited college or university
- Valid Florida driver's license

Professional Experience:

- Previous work in a law enforcement field
- Prefer knowledge or familiarity with court and/or other legal processes
- Prefer experience in research, position paper preparation, speech writing, and executive level professional interaction

Status:

Civilian Sworn Certified Exempt

Blood and Viral Pathogen Risk:

Minimal Risk Foreseeable Risk

**Polk County Sheriff's Office Job Description
2813 Aide to Sheriff**

Environmental Conditions:

- Works varying hours
- Works with a high degree of public contact
- Works under stressful conditions

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- PCSO facilities
- Research materials
- Florida State Statutes 119
- Federal and State laws
- Organizational components/members
- Media
- Florida State government
- Polk County government
- General legal and liability issues
- Referral agencies
- Public officials
- Judicial system
- Office supplies and forms
- Resources
- Budgeting
- Management concepts and applications
- Personal computer systems and software
- Internet
- Current events
- Office equipment and needs

Ability to:

- Operate a motor vehicle
- Work independently
- Read and write English
- Communicate effectively
- Comprehend information
- Operate office equipment
- Plan, manage complex tasks
- Research complex issues
- Prepare speeches
- Prepare advanced written texts
- Operate a calculator
- Be discreet and confidential

Skills:

- Analytical
- Communication
- Organizational
- Strong interpersonal
- Decision-making
- Advanced English grammar
- Mathematical
- Keyboarding
- Research
- Telephone
- Presentation
- Scheduling
- Creative writing
- Advanced composition
- Computer
- Strategic planning
- Public speaking

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
- Walk
- Ambulate independently