

Polk County Sheriff's Office Job Description
8808 Part-Time Clerical Assistant

November 23, 2004, Revised June 28, 2010

Position Concept:

The Part-Time Clerical Assistant performs clerical and operational duties to help facilitate the efficient productivity of the assigned office.

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 Part-Time Clerical Assistant 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:

- Answer telephone
- Relay messages
- Operate computer
- Operate office equipment
- Receive Money for Copies
- Distribute currency/negotiable items
- Deliver documents
- Maintain records/files
- Distribute outgoing mail
- Receive incoming mail
- Maintain statistics
- Assist law enforcement/public
- Transcribe tapes

Education, Professional Certification or License:

- High School or GED
- Valid Florida Driver's license

Professional Experience:

- Demonstrated proficiency of keyboarding 35 wpm with no more than 5 errors
- None required for student
- May require bilingual skills for transcribing according to assignment

Status:

Civilian Sworn Certified

Blood and Viral Pathogen Risk:

Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works in an office environment with normal levels of stress

Required Skills and Knowledge:

Knowledge of:

- Florida State Statutes
- Office supplies
- PCSO policy and procedures
- Reference sources
- *FCIC/NCIC procedures
- Geographic area
- Other governmental agencies
- Appropriate documents
- U.S. currency and negotiable instruments
- Filing system

Ability to:

- Read and write English
- Follow written instructions
- Operate a motor vehicle
- Operate postage meter machine
- Retrieve information via many sources
- Operate office equipment
- Recognize and count U.S. currency
- Operate cash register
- Provide exceptional customer service

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Skills:

- Interpersonal
- Organizational
- Keyboarding
- Basic English grammar
- Basic mathematical
- Analytical
- Telephone
- Computer
- Problem solving

Physical Requirements:

- Climb
- Bend/squat
- Lift/carry 20 lbs.
- See at normal range or with accommodation
- Hear at normal level or with accommodation
- Sit for long periods
- Manual dexterity
- Speak English understandably
- Ambulate independently

For additional information on this position refer to the Job Task Analysis.

*FCIC/NCIC: Florida Crime Information Center/National Crime Information Center