

Leon County Sheriffs Office

Job Description - Listing

POSITION: Support Posse

ID	Statement	Performance Standard
TASK		
ALL0001	Conform to applicable laws, rules, regulations and/or agency policies and procedures	The member will perform all job tasks in accordance with DJJ rules and regulations, FMJS requirements and applicable state and/or federal laws and in accordance with agency policies and procedures.
ALL1000	Complete assignment as directed	The member will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies and procedures.
ALL1001	Maintain work areas	The member ensures that their work areas are clean, organized, and presentable in accordance with agency policies and procedures.
ALL1700b	Attend all required training	The member attends all and participates in all required training pursuant all applicable governing or regulatory bodies' rules, regulations, and requirements and in accordance with agency policies and procedures.
CS5855	Participate in agency sponsored youth programs	The member actively participates in various agency sponsored youth programs with the goal of fostering productive and positive life skills.
LE5011	Provide assistance to patrol deputies/other units.	The member immediately responds to calls for assistance, providing the requesting members with whatever assistance is required to safely resolve the situation in accordance with agencies policies.
LE5037	Conduct active patrolling of assigned area.	The member will promote public safety in patrol area consistent with agency policies by conducting routine active patrolling of assigned area observing and investigating all suspicious activities/ subjects. The member will leave the assigned area only when directed to do so by the appropriate authority.
LE5041	Provide security for special functions.	The member prevents all unlawful acts and provides sufficient security for the safety of participants and spectators at special functions in accordance with agency policies.
LE5048	Speak before public (citizen groups, schools).	The member researches and presents a well-prepared speech which meets the needs and interests of the audience, taking into consideration audience characteristics, time allotted for speech, and environment where speech is given.

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POLICY		
PL1	Accepts supervision and direction	The member responds to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.
PL2	Grooming and dress	The member is appropriately groomed and attired so as to present a professional image in accordance with the agency mission, goals, and policies.
PL3	Observes work hours	The member is at work on time and works the shift until the shift is over.
PL4	Contact with public	The member demonstrates a polite, helpful, courteous, and professional image when engaged in any activity with the public.
PL5	Operation and care of equipment	The member properly operates and cares for equipment to manufacturers specifications and/or within the specified parameters and in accordance with agency policies.
PROFICIENCY		
PR150	Public relations skills	The member is able to promote, gain and maintain the community's/other agencies' support for agency involvement in various programs, directives, initiatives and perspectives on specified issues.
PR151	Organizational skills	The member demonstrates adequate abilities in developing and revising organizational workflow utilizing established organizational development models, tools and techniques to optimize output and achieve the identified goals and objectives.
PR20	Time management skills	The member efficiently organizes, prioritizes, schedules, and manages daily work activities, tasks, and special assignments.
PR29	General communications skills	The member has the ability to express ideas and effectively communicate information to students, citizens and colleagues as well as the ability to process verbal information, physical cues, and body language in order to effectively listen to individuals.
PR3	Radio communications	The member utilizes the 2-way radio for official communications only, communicating in a clear, concise, and intelligible manner under all conditions and at all times.
PR32	Conflict resolution	The member has the ability to assist and encourage individuals to resolve disputes without resorting to violence or engaging the formal legal mechanism if possible and appropriate.

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PR39	Knowledge of procedural/policy manuals	The member has the ability to read, interpret, and follow procedural and policy manuals related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing.

