

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## POLYGRAPH EXAMINER

**JOB CODE: 30071**

**PAY GRADE: 24**

**PAY RANGE: \$67,524 - \$108,038**

### GENERAL DESCRIPTION

Under the general direction of the Human Resources Director, member is expected to interview applicants using a polygraph machine and standard polygraph techniques to diagnose truthfulness or deception; and performs other duties as required. The key to this role will be achieving the desired number of polygraph examinations and preparing accurate and complete reports within established hiring timelines. The work performed by a Polygraph Examiner is of a highly sensitive, confidential nature. Work is reviewed through observation and results obtained.

**May require to work overtime and on weekends as needed.**

**SUPERVISES OTHERS: NO**

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Administers pre-employment polygraph examinations; records, interprets and analyzes responses; performs background investigations; and performs related duties as required
- Establishes rapport during the examination process and maintains trust to achieve the highest levels of cooperation
- Determines the applicant's deception or non-deception on specific questions or matters by comparing physiological responses to those questions with responses to control questions
- Maintains confidentiality and security of records and information; and prepares reports describing the results and conclusions of polygraph examinations
- Maintains absolute objectivity
- Attends agency sponsored or directed meetings and briefings as required
- Regular and reliable attendance is required as an essential function of the position
- This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

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## Qualifications

- Graduation from an accredited polygraph school recognized by the American Association of Police Polygraphists or the American Polygraph Association
- Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Criminology or other related area
- Or equivalent combination of education and experience
- Preferably with two (2) years of full-time equivalent experience administering pre-employment polygraph examinations utilizing the Directed Lie Screening Test (DLST).
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to interview applicants effectively
- Maintains good relationships with members, supervisors, and applicants being examined
- Analyzes polygraph examination results
- Maintains records and make reports
- Deals effectively with others
- Ability to observe and monitors examinees' behavior and polygraph charts to determine polygraph questions and compliance with prescribed operating and safety standards
- Skilled in operating and maintaining polygraph equipment
- Knowledge of agency and Bureau procedures
- Knowledge of various database and software programs to efficiently perform the duties of the position
- Ability to perform all functions of the job classification without posing threat to the health or safety of other individuals in the workplace

## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 3 hours per day
- Walk up to 2 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, climb, reach, kneel and twist