



JOB DESCRIPTION

JOB TITLE: Sergeant

JOB CODE: 3220

DEPARTMENT: Sheriff

FLSA STATUS: Exempt

REPORTS TO: Captain

SUMMARY OF JOB PURPOSE

Supervises, schedules, and coordinates staff and operations for an assigned shift or unit covering patrol, detention, or investigations and performs the more difficult work in a specialized area; assures that Officers are ready and prepared for duty.

ESSENTIAL FUNCTIONS

1. Supervises sworn and non-sworn Sheriff's Office staff on assigned shift; prioritizes and assigns tasks and projects; disciplines, trains and evaluates Deputies; counsels, coaches and instructs employees as required; assures that officers and staff are ready and prepared for duty, are adequately trained and equipped, and are held accountable for duties and responsibilities assigned; delegates assignments, deploys personnel, monitors work, develops staff skills, and evaluates performance.
2. Performs duties of Deputy Sheriff as needed, and assists Deputies in the performance of their duties; completes detailed reports and required paperwork; performs follow-up investigations as required.
3. Enforces local, state and Federal laws, and compliance to regulations, policies and procedures; may act as Field Training Officer for Deputies; responds to emergency and non-emergency calls for service; maintains the integrity, professionalism, attitudes, values and goals of the Sheriff's Office.
4. Supervises and participates in critical incidents, tactical situations and criminal investigations; responds to major crime scenes and incidents, and takes command when appropriate; reviews criminal cases and assignments.
5. Represents the Sheriff's Office at court hearings; prepares reports and materials requested and subpoenaed by the courts; and testifies in court cases.
6. Performs a variety of specialized functions in areas of expertise, including field training, patrol and shift management, professional standards, civil process and proceedings, administrative services, SWAT, court security, jail and detention facilities duties, and related functions; may be assigned to special enforcement, intervention and investigative teams.
7. Coordinates a variety of administrative activities including employee scheduling, report processing, and equipment evaluation and purchase; assures the effective cleaning and maintenance of facilities, patrol vehicles and equipment.
8. Identifies, attends and conducts training and educational programs and seminars; participates in and presents preventive education and information through community and school awareness projects; teaches and counsels residents on law enforcement activities, programs and referral resources.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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9. Assists and interacts with other Sheriff's personnel, County departments, outside organizations and businesses, and Federal, state and local law enforcement organizations in order to accomplish tasks; makes contact with the public, in person, or via telephone/e-mail to provide information or analyze, investigate, and/or resolve questions, concerns, or complaints; maintains the integrity, professionalism, attitudes, values and goals of the Sheriff's Office by assuring that all rules and regulations are followed, and demonstrates a positive working relationship with citizens.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and accreditation as a permanent non-probationary sworn member of the Douglas County Sheriff's Office with four (4) year's law enforcement experience; Associates Degree in Criminal Justice, Police Science, Public Administration, or other closely related field is desirable.

Successful completion of a criminal history check, background check, physical and psychological examination; must meet all Nevada NRS Section 289 standards for Peace Officers.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Sheriff's department policies and procedures, rules of evidence, current law enforcement techniques and procedures, and criminal and traffic codes; strategy and tactics for management and deployment of personnel and equipment in tactical and emergency situations; principles and practices of law enforcement records management; County, State and Federal laws, regulations and ordinances; criminal justice and court systems, procedures and protocols in the State of Nevada; investigative and interrogative procedures, and protocols for observation and memorization of critical details; hazardous chemicals and materials, first aid and CPR; geography, roads, and landmarks of Douglas County.

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Ability to safely operate and maintain a variety of firearms, impact weapons, and chemical agents; independently investigate and secure crime scenes, and recognize evidence and causes of crime, death and accidents; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in effectively supervising, leading and delegating tasks and authority; working as a team member with other law enforcement and multi-jurisdictional agencies; interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations; interacting with people of different social, economic, and ethnic backgrounds; communicating with violators and mediating difficult situations; operating motor vehicles and special equipment during emergency, high risk situations; preparing clear, comprehensive, and accurate reports; effectively communicating in written and verbal forms.

Intermediate proficiency level utilizing Microsoft Office applications such as Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Nevada Peace Officer Standards and Training certification; valid Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures; subject to physical harm such as dangerous vehicles, gun shots, and physical attacks; may be exposed to hazardous chemicals, drugs, infectious and communicable diseases; required to physically restrain persons; subject to extended periods of intense concentration in review of crime scenes, investigations and preparing law enforcement reports. Must be able to work in uniform during weekdays, weekends, and holidays on any assigned shift.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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