



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Sergeant	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Sheriff	<b>GRADE:</b>	Sergeant
<b>REPORTS TO:</b>	Lieutenant or Captain	<b>DATE:</b>	3/16/2022

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### **SUMMARY OF JOB PURPOSE:**

Supervises assigned shifts or specialized investigative divisions/teams that are responsible for preservation of public peace, prevention of crime, detection and arrest of violators, protection of life and property, operation of a detention facility, and/or the enforcement of criminal laws and ordinances.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Plans, organizes, schedules, administers, reviews and evaluates the work of assigned staff; ensures proper training in public safety functions associated with the day-to-day operations of the Sheriff's Office.
- Completes day-to-day administrative and operational tasks to meet goals and objectives.
- Recommends selection of staff; trains staff and provides for their professional development, utilization and evaluation.
- Implements goals, objectives, policies, procedures and work standards for the bureau/division/team.
- Contributes to the overall quality of the assigned bureau's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Completes and/or reviews reports and necessary documentation.
- Responds to and resolves sensitive citizen inquires and complaints.
- Assumes command of serious law enforcement incidents.
- Represents the Sheriff's Office at court hearings; prepares reports and materials requested and subpoenaed by the courts; testifies in court.
- Performs a variety of specialized functions in areas of expertise, including field training, shift management, professional standards, court security, detention facilities, prisoners management, and related functions; may be assigned to special enforcement, intervention and investigative teams.
- Conducts investigations involving citizens, suspects, or subordinates.
- 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.

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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.



## SERGEANT

### ESSENTIAL FUNCTIONS: (continued)

- Assists and interacts with other Sheriff Office staff, county departments, outside organizations and businesses, and federal, state and local law enforcement organizations in order to accomplish tasks.
- Performs inspections of work areas to ensure maintenance of equipment, cleanliness, and security of the facility.
- Performs duties of deputy sheriff as needed; assists assigned staff in the performance of their duties; completes detailed reports and required paperwork; performs follow-up investigations as required; may be required to perform the duties/functions of a deputy coroner.
- Operates a motor vehicle in a safe and effective manner.
- Recommends or makes purchases of equipment, supplies, or other items needed in the course of operations, within scope of authority and in accordance with Sheriff's Office and County procedures.
- Uses standard office equipment, including a computer, in the course of the work.
- Contributes to the efficiency and effectiveness of the agency's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

### 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.*

#### Education and Experience:

High School diploma/GED; AND four (4) years of law enforcement experience; OR an equivalent combination of education, training and experience.

#### Required Knowledge and Skills

Knowledge of:

- Relationship building with staff, management, other agencies and the general public.
- Principles and practices of employee supervision including conflict/dispute resolution.
- Principles and techniques of public relations and customer services.
- County, state, and federal laws, statutes, ordinances and court decisions related to law enforcement activities.
- Labor agreements and contracts.
- Principles and practices of effective interview and interrogation.
- Weaponry and associated safety practices.
- Safety and security policies and procedures.
- First aid and basic CPR methods.
- County geography.

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## SERGEANT

### Knowledge of (continued):

- Computers utilizing standard and specialized software applications.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

### Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures, work and safety standards.
- Interpreting, applying and explaining state and local laws, regulations and policies.
- Directing the maintenance of accurate records of work performed and actions taken.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Coping with adverse situations firmly, courteously and with respect for individual rights.
- Interpersonal skills for building effective relationships with employees, all levels of management and others.
- Crime scene preservation and collection of evidence.
- Operate vehicle safely and effectively in normal and emergency situations.
- Safe and effective use of firearms, impact weapons and chemical agents.
- Determining and executing proper course of action under emergency conditions.
- Using initiative and independent judgment within established policy guidelines.
- Communicating effectively in oral and written forms.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Class C Driver's License or equivalent Driver's License from another state.
- Category 1 or 3 Nevada POST Certification for Sergeants assigned to Detention; provided, however, that if the individual possesses only a Category 3 Nevada POST Certification upon assignment, the individual must obtain a Category 1 Nevada POST Certification within eighteen (18) months thereafter.
- Category 1 Nevada POST Certification for Sergeants in all other assignments.



## SERGEANT

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

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

Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; occasionally lift and carry up to 75 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another; dexterity to write and to effectively use weaponry.