

## SERGEANT - 6207

### **General Definition of Work:**

Performs difficult protective service and responsible administrative work in the Sheriff's Department; does related work as required. The work involves an element of personal danger. Work is performed under the moderate supervision of a Deputy Sheriff Lieutenant. Supervision is exercised over assigned personnel. Work frequently involves participating in the work of subordinates and assumes charge in absence of a superior.

### **Essential Functions/Typical Tasks:**

**Supervising patrol squad, investigative, civil or jail personnel; investigating crimes; training new personnel; maintaining records; preparing reports.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Acts as supervisor of patrol officers on an assigned shift or may be assigned to collateral duties such as crime scene, communications, court security, civil process, animal control, etc.
- Supervises and participates in general patrol, investigations, detention, training, crime scene processing and special duties.
- Assists and instructs Deputies in investigations, identification tasks and other situations; acts as Lieutenant when required.
- Gathers evidence such as fingerprints, photographs and other related identification tasks; secures crime scenes.
- Supervises work of Deputies checking quality and quantity of work performed; assists in preparing information and papers for court.
- Performs the duties of Deputy Sheriff as required.
- Makes arrests and testifies in court; may perform special assignments as directed.
- Participates in the preparation of daily, special and periodic plans, reports or work schedules.
- Instructs new personnel on policy and procedures; trains new officers; organizes and schedules training classes.
- Responds to calls for service; monitors radio transmissions; serves warrants and civil process papers.
- Oversees the commitment, safe confinement and proper release of jail inmates; ensures all legal forms and court releases are properly completed; ensures sentence is completed, fines paid or bond posted before releasing inmates.
- Instructs staff on jail policies, procedures and detention methods.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of law enforcement methods, practices and procedures; thorough knowledge of the geography of the County and the location of important buildings; considerable knowledge of area of specialty; skill in the use of firearms and the operation of motor vehicles; ability to understand and carry out oral and written instructions; ability to assign, instruct and review the work of subordinates in assigned area; ability to deal firmly and tactfully with employees and the public; ability to establish and maintain effective working relationships with associates.

### **Education and Experience:**

Any combination of education and experience equivalent to graduation from high school and considerable experience in law enforcement as a Deputy Sheriff.

### **Physical Requirements:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and hazards. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### **Special Requirements:**

Possession of Basic Law Enforcement Certificate issued by the State of North Carolina. Must meet and maintain minimum qualifications for the position established by the department and the State of North Carolina. Possession of an appropriate driver's license valid in the State of North Carolina.