

Job Description: SERGEANT

CLASS NO. 1036

EEOC CATEGORY: Service Workers

PAY GROUP: 117

FLSA: Non-exempt

SUMMARY OF POSITION:

Protects the county's residents and property and enforces laws and ordinances by supervising a shift. Duties include directing the shift activities of the patrol division and performing patrol and emergency response functions.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Chief Deputy.
2. Directs: Deputy Sheriff (Patrol); may supervise Detective.
3. Other: Has frequent contact with other Police Department employees, other departments within the county, attorneys and judges, social workers, adult and juvenile probation officers, other law enforcement agencies, related agencies and organizations, and the general public.

EXAMPLES OF WORK:

Essential Duties*

Directly supervises police officers on a shift and, depending upon shift assignment, may also supervise other Sheriff's Department personnel during all or part of a shift.

Conducts performance evaluations of supervised employees and makes recommendations for salary increases, as well as for hiring, disciplining, and terminating employees;

Ensures the accuracy, completeness, and legality of all police operations and paperwork during a shift, returning any work that needs to be redone to deputies and counseling the deputies about the errors and the changes needed;

Trains new recruits assigned to his or her shift, including orientation to county geography, policies, and ordinances, Police Department regulations and procedures, forms, logs, and other recordkeeping instruments and requirements;

Assigns tasks to and reviews performance of subordinate officers, including arrest and accident reports;

Chases and apprehends suspects;

**for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.*

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Performs patrol functions (investigating accidents or criminal complaints, enforcing ordinances, writing tickets, and making arrests) as needed throughout the county;

Responds to the public's calls for assistance;

Assists Deputy Sheriffs at the scene of a crime, disturbance, or accident when necessary;

Assists Fire Department and other police/criminal justice agencies;

Prepares complaints and reports;

Assists with special activities, public and community relations,

Other Important Duties*

May feed and check on welfare of prisoners;

May conduct background and reference checks on applicants for Deputy Sheriff positions;

May assist with and transport mental health patients; and

Performs such other duties as may be assigned,

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: federal, state, and local laws; care of vehicles, firearms, and specialized equipment; and county geography.

Skill to: use vehicles, firearms, and specialized equipment.

Ability to: train, supervise, motivate, and evaluate staff; understand and follow departmental policies, rules, and regulations and communicate them to and interpret them for subordinates; establish and maintain effective working relationships with other law enforcement agencies, other county employees, judicial officials, and the general public; communicate effectively, both orally and in writing (above-average communication skills are required); analyze situations and adopt a quick, effective, and reasonable course of action; and maintain Texas driver's license applicable to job responsibilities and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent, plus a minimum of two years of police experience (some college work in criminal justice, intermediate certification, and/or prior supervisory experience preferred);

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or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes.

CERTIFICATES AND LICENSES REQUIRED:

Appropriate Texas driver's license.

Basic certification by the Texas Commission on Law Enforcement Officer Standards and Education preferred.