

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Sergeant
Department : Sheriff's Office
Revised : May 2016

Class : Protective Service
FLSA : 7K

This job description supersedes any prior description for the Sergeant classification.

GENERAL DESCRIPTION

Highly responsible first line supervisory work. Supervision is given to an assigned number of deputies on a particular shift. Supervision is received from a Lieutenant. Work is reviewed through observation, and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Ensures that subordinate officers make prompt and thorough investigation of crimes with a view toward the identification and apprehension of perpetrators, the discovery and interrogation of suspects, location and interviewing of witnesses, and the recovery of stolen property.

Assigns duties and gives direction to subordinates with respect to the adherence to rules, regulations, policies, and procedures.

Maintains discipline without laxity or discrimination, through investigation of any dereliction of duty and takes immediate necessary corrective action.

Promptly executes orders and observes regulations as prescribed by commanding officers, and formulates supervisory decisions which ensure that orders, regulations, and decisions are carried out.

Ensures the operation and action of subordinates complement one another in all matters, and that a high degree of lateral cooperation and exchange of information is present and maintained.

Meets regularly with commanding officer on operational activities, problems and needs of the area of supervision, and information on any situations which affect the welfare of the department.

Conducts open inspections of personnel, components, and equipment under supervision, and directs the correction of any situations of inadequacy found in such inspections.

Prepares and maintains a variety of correspondence and reports.

Responds to emergency situations within and investigates criminal activities.

Counsels subordinates concerning the performance of their duties, and takes appropriate action in the case of laxity, misconduct, incompetence, inefficiency, or neglect of duty that may come to attention.

Reports any infractions of the rules, regulations or policies of the department and takes proper action on any complaints received.

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OTHER JOB FUNCTIONS

Recommends subordinate staff for training programs as necessary.

Serves in a continuous on-call status due to the nature of the work.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of federal, state, and local laws and ordinances.

Ability to communicate both orally and in writing.

Ability to plan, supervise and participate in a variety of law enforcement goals and activities.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, running, bending, stooping and lifting weights in excess of 150 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work may include operation of a motor vehicle. Work includes use of a firearm.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university, possession of Intermediate Law Enforcement Certificate, four years of full-time experience as a criminal justice officer, minimum age of 21, favorable psychological evaluation, background investigation, CVSA, successful completion of physical fitness assessment, favorable completion of medical examination with negative drug screen, and a valid driver's license are required.

**This job description does not create an employment contract,
implied or otherwise.**