

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: SHERIFF'S SERGEANT
DEPARTMENT: SHERIFF
REPORTS TO: SHERIFF'S LIEUTENANT OR CAPTAIN

CLASS CODE: 74834
FLSA STATUS: N
DATE: 10/99
Revised 03/01

JOB SUMMARY AND DISTINGUISHING FEATURES:

Primary responsibility is to supervise and participate in patrol operations on an assigned shift and/or to perform complex specialized technical/administrative functions; performs responsible technical and first-level supervisory duties.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises and administers the patrol and law enforcement activities during an assigned shift.

Maintains discipline and ensures that department rules and policies are followed by subordinates.

Maintains and coordinates special investigation activities with the District Attorney's office and various other agencies.

Conducts investigations of coroner's cases; prepares related reports.

Conducts and/or assists deputies in initial investigations including; initiating cases and follow-ups; gathering evidence; questioning witnesses; and apprehending and interrogating suspects; assists deputies in preparing reports in cases for trial.

Reviews reports of subordinates and makes suggestions for changes as needed to ensure that they are complete and accurate.

Patrols the County and assists officers on calls when necessary.

Participates in normal patrol activities including enforcing local and state laws, issuing citations, making arrests, and transporting prisoners.

Coordinates the activities of staff during periods of scheduled courtroom activities and during the utilization of the courthouse holding facility; maintains discipline and ensures that policies and procedures pertaining to court operations are followed by subordinates; plans, develops, implements and coordinates special courtroom security requirements related to high risk, high profile court proceedings; assists in supervision of Sheriff's personnel assigned to transporting prisoners while in courthouse and oversees the movement of prisoners within the courthouse.

Provides medical first aid as first responder as needed.

Performs and/or oversees specialized technical/administrative assignments as required by department needs such as personnel training, search and rescue, investigations, canine trainer, Special Emergency Response Team leader, marijuana eradication, armorer, range master and hostage negotiator.

Maintains contact and effective working relationships with other law enforcement agencies.

Acts as information source for the public and the press.

Conducts staff studies; prepares various routine and special reports.

Testifies in court to present evidence as required.

Coordinates arrangements for necessary maintenance and repair of equipment and vehicles.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	Firearms	Portable Radio
Impact Weapons	Vehicle	Specialized Equipment Based on Assignment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

Three years of progressively responsible experience performing the duties of Deputy Sheriff with the Mendocino County Sheriff's Office; and,

Must be able to meet and maintain the minimum standards for selection, education and training of California Peace Officers as specified by California law and the regulations of the California Commission on POST; must obtain POST supervisory certificate within two years of appointment; possess or be eligible to possess within one year of hire a POST Intermediate certificate; must not be prohibited in any way from possessing a firearm; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License - Class C or better

Other Certificates Based On Specialized Assignment

CPR

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Knowledge of current law enforcement policies, practices and methods.

Administrative principles and practices, including goal setting and implementation.

Supervision of staff and activities.

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Record keeping, report preparation, filing methods and records management techniques.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to analyze situations, identify potential risks or problems and respond with an appropriate, responsible and effective course of action.

Ability to write reports and correspondence.

While performing the essential functions of this job the employee is frequently required to stand, walk, run and sit; reach with hands and arms; use manual dexterity to operate machinery/tools; handle, seize, hold or otherwise work with hands; climb, jump and/or balance; stoop, kneel, crouch, or crawl; speak and hear; use shape, sound, odor and color perception and discrimination; and lift and/or move up to 50 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is exposed to outdoor weather conditions and possible bodily injury/hazardous situations from explosions; falling from high, exposed places; toxic or caustic chemicals; armed or physically violent persons; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; and/or interviewing violent and/or mentally or emotionally disturbed persons.

The incumbent's working conditions are typically moderately quiet, but may be loud at times.

Working time may require irregular hours, shift times, and/or on-call status.

file: ShrffSgt.doc

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.