

**Classification Title: Deputy Sheriff (Sergeant)**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Commands assigned activities of the Department on a designated shift. Follows up on criminal investigations.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Supervises and evaluates work of investigators and deputies through regularly scheduled reviews. Documents daily events and reviews statements.
2	S	Coordinates daily staff functions, coordinates leave requests, reviews timesheets and schedules training activities.
3	L	Reviews all reports prior to submission to other levels. Provides guidance on investigations. Ensures the accuracy of all data entered.
4	M	Enforces local, state and federal laws when patrolling an assigned area. Responds to calls and investigates disturbances. Investigates suspicious conditions and complaints and arrests persons who are suspected of violations.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	Associate’s degree in Criminal Justice, Law Enforcement or related field.
Experience	Five years experience in law enforcement.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver’s license, Basic Law Enforcement Training, Firearms Certification, CPR Certification.
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives Limited Direction.

CLASSIFICATION REQUIREMENTS	
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicles, weapons, surveillance equipment, communications equipment, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

(1) N/A

(2) Office Environment, outdoors and vehicle.

**PROTECTIVE EQUIPMENT REQUIRED:**

Personal protective equipment