

**SERGEANT DEPUTY SHERIFF**

*The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**DEPARTMENT:** Sheriff**REPORTS TO:** Lieutenant Deputy Sheriff**CLASS SUMMARY**

Supervises law enforcement officers in the County.

**DISTINGUISHING CHARACTERISTICS**

The Sergeant Deputy Sheriff is the third level in a seven level sheriff series. The Sergeant Deputy Sheriff is distinguished from the Corporal Deputy Sheriff in that the Sergeant has full supervisory authority. The Sergeant Deputy Sheriff is distinguished from the Lieutenant Deputy Sheriff who either assists in coordinating a division and/or supervises Sergeants.

**TYPICAL CLASS ESSENTIAL DUTIES**

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Prepares work schedules.
- Oversees officer training, which includes determining needs, conducting training, and assessing effectiveness.
- Assigns cases to officers and oversees investigations.
- Prepares and conducts daily briefing for officers.
- Responds to complaints from public about officer performance.
- Patrols County roads and neighborhoods, responds to emergencies, and renders appropriate aid.
- Responds to reports of criminal activity which includes conducting investigations, serving warrants and summons, making arrests as necessary, and preparing written reports.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

**POSITION SPECIFIC DUTIES**

Detective/Investigations:

- Secures crime scene evidence;
- Registers convicted sex offenders;
- Performs forensic tests.

Computer Systems Administrator:

- Maintains departmental computer systems.

Vice/Narcotics:

- Conducts raids on locations of suspected drug activity;
- Arranges seizure of assets obtained illegally.

Courts:

- Escorts inmates within courthouse;
- Maintains order within the courtroom.

**KNOWLEDGE AND SKILLS**

Knowledge of:

- General patrol and law enforcement techniques;
- Supervisory principles;
- Applicable federal, state, and local laws.

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Skill in:

- Conducting investigations;
- Handling emergency situations;
- Using computers and related software applications;
- Driving a vehicle;
- Using weapons;
- Using self-defense techniques;
- Operating two-way radio equipment;
- Operating basic office equipment;
- Conducting interviews and interrogations;
- Supervising and evaluating employees;
- Preparing and making presentations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**TRAINING AND EXPERIENCE**

High School Diploma or General Equivalency Diploma (GED) and two years at the Corporal level; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Please note assignment is at the discretion of the Sheriff. Incumbents are required to have passed the Sergeants test.

**LICENSING/CERTIFICATION**

- Basic Law Enforcement Certification;
- Valid NC Driver's License.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

Typically requires climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

May be subjected to chemicals, inadequate lighting, intense noises, extreme temperatures, work space restrictions, and travel.

**GENERAL INFORMATION**

FLSA Status: Non-exempt

Class Spec Established/Revised: E10/99; R12/00