

# **DEPUTY SHERIFF SERGEANT**

## **GENERAL STATEMENT OF DUTIES**

Performs supervisory and general law enforcement work for the County Sheriff's Office.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for directing the activities of a work shift in the uniform patrol section in the absence of the Deputy Sheriff Lieutenant. Work includes patrolling the County in an official vehicle, answering complaint calls, training inexperienced deputies, attending court and serving legal papers. Considerable tact and courtesy are required in all dealings with the public. Independent judgment and initiative are required in making decisions concerning shift operations without direct supervision. Employee is subject to the usual hazards of law enforcement work. Work is performed under the general supervision of a higher ranking officer and is evaluated by a review of records and reports, through discussions, and overall effectiveness of the unit.

## **ILLUSTRATIVE EXAMPLES OF WORK**

- Patrols an assigned area of the County; inspects troublesome areas and businesses; answers complaint calls; assists in investigating crimes and disturbances; interviews witnesses; gathers evidence; interrogates suspects and makes arrests; prepares investigation reports.
- Serves legal papers such as summons, warrants, subpoenas, capiases, commitment papers, and special court orders, using directories and other means to locate designated parties; explains briefly the meaning of papers served and makes arrests when necessary.
- Transports prisoners, mental patients, and inebriates to institutions for confinement or treatment.
- Cooperates with law enforcement officers of other governmental units in making investigations and arrests.
- Appears in court as witness to give testimony.
- Trains inexperienced deputies in basic law enforcement procedures and principles.
- Handles more difficult problems, assignments, or inquiries as assigned.
- Supervises shift in absence of Lieutenant and ensures all calls are answered and that employees follow policy and procedures; counsels and disciplines subordinates; makes or assists Lieutenant in making shift schedules and completing performance evaluations for staff.
- Performs related work as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of modern law enforcement practices and procedures.
- Considerable knowledge of all civil and criminal papers served by the Sheriff's Office.
- Considerable knowledge of federal, state, and local laws pertaining to law enforcement work.
- Considerable knowledge of geographic layout of the County.
- Skill in the use of firearms and other law enforcement equipment.
- Ability to exercise sound judgment in emergency situations.
- Ability to supervise and train law enforcement personnel.
- Ability to deal tactfully and firmly with the public.
- Ability to prepare accurate records and reports.

## **MINIMUM EDUCATION AND EXPERIENCE**

Graduation from high school with three (3) years experience in law enforcement; or an equivalent combination of experience and training.

## **SPECIAL REQUIREMENT**

Refer to the N.C. Criminal Training and Standards Council Act and the N.C. Criminal Justice Training and Standards Council for employment, education, and training for law enforcement officers.

**Special Note** – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 3/2002