



SERGEANT

Department: Sheriff
Job Class #: 269300
Pay Range: Public Safety 04

FLSA: Non-Exempt
Represented: Yes
CSC Approved: 3/9/04

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is responsible, first line supervisory work performed for the Pierce County Sheriff's Department. The essential responsibilities are supervising, training and providing leadership for a designated number of employees. Employees in this classification are assigned to patrol or other specialized areas. The work requires integrating many different and unrelated processes.

ESSENTIAL FUNCTIONS:

- Ensure effective communication with County departments and staff to facilitate and ensure adherence to policies and procedures.
- Supervise and coordinate the activities of a designated section/unit; prepare work schedules and determine methods for expediting work flow; assign, review and approve the work of subordinate staff.
- Ensure consistent enforcement and interpretation of laws, regulations, rules, policies and procedures.
- Investigate grievances involving subordinates and recommend resolution; recommend disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations.
- Plan, organize and effectively utilize administrative skills to ensure assigned objectives are met.
- Enforce all Sheriff Department manual provisions.
- Evaluate the effectiveness of specialized techniques and procedures and, if necessary, make suggestions or recommendations for changes.
- May serve as Chief for police services contracts with outside agencies.
- Assist in emergency situations; maintain physical ability to affect a forcible arrest or deal with physical confrontational or combative situations.
- Communicate effectively, both verbally and in writing, with audiences of various social, cultural, ethnic, educational and economic backgrounds, including citizens, public groups and coworkers.
- Preserve and/or coordinate crime scene investigations and collection of evidence.
- Coordinate activities with other law enforcement agencies or support agencies.
- Implement and manage incident command system unless relieved by a higher authority.
- Effectively develop and maintain professional working relationships to ensure accomplishment of goals and objectives.
- Perform all Primary and Essential Functions as required of the Deputy Sheriff classification.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Safely drive a vehicle; accurately discharge a firearm (either hand), and/or operate other required equipment in a safe and lawful manner for the protection/safety of the public, self and other employees.
- Meet the travel requirements of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays, overtime and availability for on-call.

SERGEANT

Classification Description – Pierce County

Page 2

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the direct supervision of a Lieutenant or administrative superior. Work is assigned in terms of established objectives and resources available. Sergeants keep their supervisors informed of progress, potentially controversial matters or far-reaching implications. The Sergeant position has supervisory responsibility for commissioned, administrative and/or clerical, and volunteer personnel within their unit/section.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The work environment for Sergeant varies depending on the area assigned, including in an office and prolonged periods of driving and/or sitting in a vehicle. Frequent travel to and from various work sites in the geographic region is required. A Sergeant may be exposed to physically confrontational and combative situations, personal danger and bio-hazardous materials. Work is performed during periods of high stress and tension, and the ability to remain calm and make critical decisions during high stress periods is vital to position success. Work is subject to numerous interruptions, responding and/or resolving multiple issues occurring simultaneously, which may be of a critical, emergent or life-threatening nature, and involves close attention to detail while requiring accurate and appropriate judgment. Work requires flexible schedules; overtime; work on holidays, evenings, weekends, various shifts, and availability on-call.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. This position has a variety of physical requirements of varying degrees based on numerous differing work circumstances. Required physical activities include, but are not limited to, walking, standing, sitting, digital dexterity, talking, hearing including ability to clearly discriminate electronic, mechanical and human sounds, and seeing including ability to clearly distinguish and identify colors. A Sergeant may be required to assist in any emergency situation, and must maintain physical ability to effect a forcible arrest or deal with physical, confrontational or combative situations including use of reasonable force up to and including deadly force. Required physical activities during those times are: accurately discharge a firearm (either hand), running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, twisting, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people. A Sergeant must be able to safely drive a vehicle in routine and emergency situations and operate required equipment in a safe and lawful manner for the protection/safety of the public, self and of other employees.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Federal, State and local laws and ordinances.
- Rules, regulations and policies/procedures of Pierce County and the Sheriff's Department.
- Applicable collective bargaining agreements, Civil Service Rules and related processes.
- Modern supervisory procedures and techniques.
- Effective law enforcement, community policing, and incident command practices and techniques.
- Geography of Pierce County, its incorporated cities, and road networks.
- General principles of crime and accident investigations, interrogation techniques, identification and preservation of evidence.
- Court procedures.

SERGEANT

Classification Description – Pierce County

Page 3

KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Knowledge of: (continued)

- First aid and skill in applying that knowledge.
- Customer service practices.
- Information systems and how to apply them in a law enforcement environment.
- Provisions of applicable police services contracts.

Skill in:

- Effective supervision, leadership, evaluation, motivation, training and mentoring of employees.
- Problem solving.
- Strategic thinking and prioritizing resources.
- Interpersonal communication.
- Applying required knowledge and abilities.
- Conflict resolution; defensive tactics; and de-escalation techniques.
- Written and verbal communications and presentations.
- Team building, leadership and motivation.
- Use and care of firearms and assigned equipment.

Ability to:

- Plan, assign, instruct, supervise and evaluate the work of subordinates.
- Effectively utilize communication, interpersonal and other leadership skills to build a cohesive and productive team.
- Effectively apply supervisory techniques and styles.
- Understand the relationship between area of assignment and the Department vision.
- Implement incident command procedures.
- React quickly and calmly in emergencies.
- Represent the Sheriff's Department in the community in a manner that is consistent with Sheriff's Department policies.
- Handle work challenges, often under adverse or ambiguous circumstances, with poise and self-confidence.
- Effectively work with public to solve problems and tactfully resolve complaints and concerns.
- Independently manage time and work assignments with minimal supervision.
- Foster a work environment that encourages professional and personal growth.
- Analyze situations quickly and objectively to determine proper course(s) of action.
- Anticipate/identify problems, distinguish between symptoms and causes, obtain and analyze information from a wide variety of sources and demonstrate common sense, independent judgment and logical thought to make appropriate decisions.
- Enforce laws and rules/regulations in a firm, tactful, respectful and impartial manner.
- Establish and maintain effective, productive and cooperative working relationships both inter- and intra-departmental and with other agencies and jurisdictions.
- Communicate effectively, both verbally and in writing, to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Operate a personal computer and office equipment at an acceptable level of proficiency as required of the position.
- Understand and follow instructions.

SERGEANT

Classification Description – Pierce County

Page 4

KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Ability to: (continued)

- Work effectively and productively with others.
- Plan, develop, and operate within assigned budget.
- Facilitate and/or conduct public meetings.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Physically perform the essential functions of the classification.
- Meet the travel requirements of the position.

MINIMUM REQUIREMENTS TO APPLY: Must have at least five (5) years of combined current, continuous service as a Deputy Sheriff, Detective, or Detective Sergeant to apply. Employee must be in good standing to participate in the promotional examination process.