

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: SERGEANT - ADMINISTRATION  
CLASS CODE: 3097

FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 10/21/2014 (REVISED 10/23/2007 VERSION)  
DEPARTMENT: SHERIFF

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## **JOB SUMMARY**

Under general direction, responsible to supervise the activities and personnel of an assigned function in the Sheriff's Office.

## **CLASS CHARACTERISTICS**

Within the Sheriff's Office, this is the first sworn supervisory classification level.

## **GENERAL ESSENTIAL FUNCTIONS**

Supervises, plans, coordinates, and directs the work of assigned personnel.  
Assists with staffing decisions within the assigned function including hiring, training, performance evaluation, scheduling of work load, delegation of assignments, and retention of assigned personnel.  
Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, shift logs, and appropriate documentation for assigned personnel.  
Correlates function involvement within the department, with other County departments, volunteer groups and outside agencies.  
Responds to questions and complaints from the public, assigned personnel, County departments, and other agencies.  
Attends meetings with divisional personnel, outside agencies, and other County departments to coordinate activities and training.  
Inspects the equipment, behavior, and conduct of subordinate officers and assigned personnel.  
Performs functions of subordinate staff as needed.  
Assists in conducting internal investigations as assigned.  
Enforces criminal laws and performs physical arrests.  
Prepares various reports, records, logs, memoranda, time sheets, and other necessary records to ensure compliance with statutory provisions and with policy and procedure requirements.  
Ensures compliance of subordinate personnel in the use of force and firearms and of required training.  
Ensures that all required P.O.S.T. training is obtained by subordinates.  
Responds to call-backs and call-outs as requested.  
Assists the Division Commander in developing training and exercise programs to evaluate the effectiveness of division operations.  
Assists in the development and deployment of emergency preparedness exercises to determine readiness to execute emergency response and recovery plans in the event of a disaster or hazardous material incident.

## **ESSENTIAL FUNCTIONS SPECIFIC TO ASSIGNMENT**

### Training Coordinator

Ensures all sworn personnel receive 40 hours of required annual training.  
Develops an annual training plan and monitors the effectiveness of training.  
Maintains complete and accurate training records for all Sheriff's Office employees.  
Monitors and evaluates employees while at the academy and during all in-service training.  
Submits the annual training report to the Sheriff and to POST by required deadline.

Range Master

Coordinates firearm instruction on a department wide basis that complies with department qualification requirements.

Conducts annual inspections for proper firearms mechanical function.

Trains firearms staff in proper range use and maintains current armorer certificates.

Directs and coordinates all range facility use between the Utah County Sheriff's Office, state, federal, and local agencies and civilian firearms range activities.

Procures necessary firearms and secures appropriate quantities of ammunition for department issued weapons.

Maintains necessary department inventory and required ATF records for National Firearms Act (NFA) weapons.

**ADDITIONAL DUTIES MAY INCLUDE**

Performs as team leader, department specialist, and/or instructor for a variety of non-routine police functions including SWAT, armorer, and firearms.

Conducts team meetings, commands and teaches team members and makes team assignments.

Assists in writing and administering federal, state, and other grants.

Monitors various financial accounts.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** Supervisory techniques.  
The principles and practices of weaponless defense.  
Current statutes, laws, and local, State, and Federal codes.  
Investigative procedures and techniques.

**Skill in:** Reading, writing, and basic math.  
Word processing and basic computer programs.  
Document composition.  
Operation of firearms and equipment related to assigned duties.  
Analytical problem solving.  
Conducting investigative interviews.

**Ability to:** Maintain cooperative working relationships with those contacted in the course of work activities.  
Communicate effectively verbally and in writing.  
Maintain files, records, and reports.  
Coordinate multiple tasks efficiently.  
Remain calm in emergency situations.  
Understand criminal documents including court dockets, arrest reports, and criminal histories.

**PHYSICAL DEMANDS**

Occasionally sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects or restrain individuals typically weighing 150-180 pounds; Frequently lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; Communicate via radios, and Meet all physical requirements established by POST.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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### **WORKING CONDITIONS**

Work is performed in environmentally controlled and partially environmentally controlled rooms; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to contagious or infectious diseases or hazardous chemicals; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work requires the use of protective devices such as personal body armor, masks, goggles, and gloves; Work exposes incumbent to potentially hostile situations; and Work exposes incumbent to unknown and dangerous conditions.

### **EDUCATION AND EXPERIENCE**

Equivalent to a high school diploma; and a total of six (6) years work experience in the capacity of a certified Law Enforcement Officer and/or certified Corrections Officer of which three (3) years must be in the capacity of a certified Law Enforcement Officer. Related completed degrees beyond high school will also be considered in meeting up to two (2) years of the six (6) year experience requirement, but will not be considered in meeting the required three (3) years as a certified Law Enforcement Officer;

#### **OR**

Equivalent to a high school diploma; and a total of six (6) years work experience in the capacity of a certified Corrections Officer and/or Law Enforcement Officer of which three (3) years must be in the capacity of a certified Corrections Officer. Related completed degrees beyond high school will also be considered in meeting up to two (2) years of the six (6) year experience requirement, but will not be considered in meeting the required three (3) years as a certified Corrections Officer.

Selected applicants are subject to, and must pass, a full background check.

### **LICENSING AND CERTIFICATION**

Must possess a valid State of Utah driver's license and either current Utah Law Enforcement Officer or Corrections Officer certification through P.O.S.T. (The Utah State Peace Officer Standards and Training Certification Agency) upon application. County employees being reassigned or transferred to this classification must possess either Law Enforcement Officer or Corrections Officer certification upon reassignment or transfer. Incumbents are required to maintain certification through P.O.S.T. and successfully complete required annual training. Incumbent may be required to attend and successfully complete Emergency Vehicle Operation training annually.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.