



# Sergeant - Administration

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 727  
Supervisory: Yes  
Reports to: Lieutenant - Enforcement

### Summary

Under general direction of a Lieutenant – Enforcement, supervises the activities and personnel of an assigned function in the Sheriff’s Office.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of assigned personnel.
2. Assist with staffing decisions within the assigned function, including hiring, training, performance evaluation, scheduling of workload, delegation of assignments, and retention of assigned personnel.
3. Compile, maintain, and review all reports, daily work records, timecards, payroll information, work specifications, shift logs, and appropriate documentation for assigned personnel.
4. Correlate function involvement within the department and with other County departments, volunteer groups, and outside agencies.
5. Respond to questions and complaints from the public, assigned personnel, County departments, and other agencies.
6. Assist with emergency response; perform CPR and administer first aid, as needed.
7. Coordinate activities and training within the bureau and with outside agencies and other County departments; attend meetings, as needed.
8. Inspect equipment, behavior, and conduct of subordinate officers and assigned personnel.
9. Perform functions of subordinate staff, as needed.
10. Assist with conducting internal investigations, as assigned.
11. Enforce criminal laws and perform physical arrests.
12. Ensure compliance with statutory provisions and policy and procedure requirements; prepare multiple reports, records, logs, memoranda, and other records, as needed.
13. Ensure compliance of subordinate personnel in the use of force and firearms and of required training.
14. Ensure that all required POST training is obtained by subordinates.

### For Office Use Only

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Job Title: Sergeant - Administration  
FLSA: Non-Exempt  
Effective Date: 3/17/2022  
Public Safety: Yes

Worker’s Compensation: County  
Background Level: Sworn  
Safety Sensitive: Yes  
DOT: No  
ML: Manager

15. Respond to call-backs and call-outs as requested.
16. Assist the Bureau Commander with developing training and exercise programs to evaluate the effectiveness of division operations.
17. Assist with 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.
18. Perform as department specialist and/or instructor for a variety of non-routine police training functions.
19. Conduct team meetings; command and teach team members and make team assignments.
20. Assist with writing and administering federal, state, and other grants.
21. Monitor various financial accounts.
22. Exemplify the desired culture and philosophy of the organization.
23. Work effectively as a team member with other members of management and staff.

## **ESSENTIAL FUNCTIONS SPECIFIC TO ASSIGNMENT**

### Training Coordinator

1. Ensure all sworn personnel receive forty (40) hours of required annual training.
2. Develop an annual training plan and monitor the effectiveness of training.
3. Maintain complete and accurate training records for all Sheriff's Office employees.
4. Monitor and evaluate employees while at the academy and during all in-service training.
5. Submit annual training report to the Sheriff and to POST by required deadlines.

### Range Master

1. Coordinate firearm instruction on a department-wide basis that complies with department qualification requirements.
2. Conduct annual inspections for proper firearms mechanical function.
3. Train firearms staff in proper range use.
4. Maintain current armorer certificates.
5. Direct and coordinate all range facility use between the Utah County Sheriff's Office and state, federal, and local agencies and civilian firearms range activities.
6. Procure necessary firearms and secure appropriate quantities of ammunition for department issued weapons.
7. Maintain necessary department inventory and required Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) records for National Firearms Act (NFA) weapons.

### Law Enforcement Information Technology

1. Train deputies to utilize car video and body camera systems.
2. Function as liaison between the Sheriff's Office and the Utah County Information Systems department for trouble shooting technology, including car video, body camera systems, and computer needs; troubleshoot digital communication devices, in car video, and body camera

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systems, as needed; monitor servers and communicate issues to the Utah County Information Technology (IT) Division, as needed.

3. Function as liaison between the Sheriff's Office and technology vendors; communicate with sales and customer service employees, as needed; order, cancel, or upgrade current or new accounts and devices; communicate technology issues, as needed.
4. Monitor audio and video systems; assist with management of all technology needs for the Sheriff's Office vehicles; consult with the Utah County Motor pool, as needed; communicate system installation needs, including device location requirements.
5. Administer and monitor technology accounts for the Sheriff's Office; explore new or updated options for equipment and digital communications; make recommendations for changes, as needed.
6. Maintain knowledge of new technologies specific to law enforcement; administer and train deputies to utilize updated technology, as needed.

### **Knowledge, Skills, and Abilities**

- Knowledge of supervisory techniques
- Knowledge of principles and practices of weaponless defense
- Knowledge of current statutes, laws, and local, State, and Federal codes
- Knowledge of investigative procedures and techniques
- Knowledge of the principles and practices of law enforcement specific to assignment
- Knowledge of psychological and sociological conditions and issues related to human development and criminal behavior
- Knowledge of information technology used in public safety
- Skilled in reading, writing, and basic math
- Skilled in word processing and basic computer programs
- Skilled in document composition
- Skilled in operation of firearms and equipment related to assigned duties
- Skilled in using weaponless self-defense and restraining techniques
- Skilled in the operation and use of restraining devices
- Skilled in analytical problem solving
- Skilled in conducting investigative interviews
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to maintain files, records, and reports
- Ability to coordinate multiple tasks efficiently
- Ability to maintain mental and emotional composure in a stressful and potentially dangerous environment

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- Ability to understand criminal documents including court dockets, arrest reports, and criminal histories

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is regularly performed in environmentally controlled rooms but is also performed for sustained periods outdoors and in all weather conditions. While performing the work, the employee is exposed to potentially hostile situations and to unknown and dangerous conditions. This role requires the use of protective devices, such as personal body armor, masks, goggles, and gloves. Work exposes the incumbent to individuals who are agitated, angry, uncooperative, or otherwise upset. Work may expose the incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Incumbent may be exposed to contagious or infectious diseases or hazardous chemicals. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is moderate to loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, walk, talk, and hear. Specific vision abilities by this job include close vision, color vision, and ability to adjust focus. The employee is required to type, file, and lift supplies or equipment up to thirty (30) pounds. The performance of this job exposes the employee to hazard uncertainty and requires physical readiness and conditioning. The employee may be required to restrain individuals weighing two hundred (200) pounds or more. The employee regularly drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

To maintain full-time status, this position must work at least eighty (80) hours each two-week pay period, however the regularly scheduled hours are eighty-four (84) per pay period. The ability to work a variety of shifts on a rotational schedule including nights, weekends, and holidays is a requirement.

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## **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

## **Required Education and Experience**

1. High school diploma or equivalent.
2. Three (3) years of work experience with the Utah County Sheriff's Office in a sworn position.
3. Six (6) years of 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.
4. Related 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**

1. High school diploma or equivalent.
2. Three (3) years of work experience with the Utah County Sheriff's Office in a sworn position.
3. Six (6) years of 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.
4. 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.

## **Additional Eligibility Qualifications**

1. Applicants must possess current Utah Law Enforcement Officer or Corrections Officer certification through the Utah State Peace Officer Standards and Training (POST) Agency. County employees being reassigned or transferred to this classification must possess Law Enforcement Officer or Corrections Officer certification upon reassignment or transfer.
2. Incumbents are required to maintain POST certification and successfully complete required annual training.
3. Incumbents may be required to successfully complete annual Emergency Vehicle Operation training.
4. Incumbents are required to maintain annual weapons qualification for all assigned weapons.
5. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
6. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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Note: Requirements for obtaining Law Enforcement Officer certification include being twenty-one (21) years of age, being a United States citizen, and the ability to meet the required fitness levels of the Modified Cooper Single Norm Assessment Test.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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