



SHERIFF'S SERGEANT

DEFINITION: Under general direction, to have responsible charge of patrol, enforcement, jail supervision, administrative, and civil operations in an assigned area; and to do related duties as required.

ESSENTIAL JOB DUTIES: Supervises and personally participates in patrol and law enforcement activities in an assigned area or the jail; schedules and assigns duties; inspects, gives instruction to, coordinates the activities of, and evaluates the performance of deputies, corporals, and/or investigators; maintains discipline and insures that department rules and policies are followed; supervises and assists on calls for protection of life and property, and the enforcement of County and State laws; supervises the serving of civil papers and follow-up action; observes known areas of enforcement problems and potential criminal activities; issues citations and makes arrests; reviews and assists officers in preparing reports in cases for trial and may personally appear in court to present evidence and testimony; maintains contact with other law enforcement agencies; supervises investigation activities, including the protection of the crime scene, the interviewing and interrogation of witness and suspects, and the collection and preservation of evidence; serves warrants and subpoenas; reviews deputies' reports and citations and takes follow-up action; conducts investigations concerning complaints against officers; prepares and conducts training sessions and squad meetings; coordinates patrol activities with and relays pertinent information to other law enforcement agencies; sees that prisoners are taken to court as scheduled with necessary paperwork; may train jail deputies, bailiffs, correctional officers, and dispatchers; may direct search and rescue operations; maintains contact with citizens regarding potential law enforcement problems and preserves good relationships with the general public; must be available to work rotating shifts as assigned by the Division Commander.

EMPLOYMENT STANDARDS

Experience: A minimum of three (3) years as a full-time Peace Officer in the State of California, the last two (2) years of which shall have been with the Inyo County Sheriff's Department; must possess an Intermediate P.O.S.T. Certification.

Knowledge of: Law enforcement methods and procedures, including patrol and jail, crime prevention, traffic control, investigation and identification techniques; processing of law enforcement records and reports; criminal law with particular reference to apprehension, arrest, and custody of persons committing misdemeanors and felonies

including the rules of evidence pertaining to search, seizure, and presentation of evidence in all types of cases; the Code of Civil Procedure and Penal Code of the State of California; principles of supervision of training.

Ability to: Supervise, schedule, and train subordinate employees; interpret and apply laws and regulations; analyze situations and adopt effective courses of action during emergencies; prepare and review clear, concise, and comprehensive written reports; demonstrate keen powers of observation and memory; use and care of firearms; establish and maintain cooperative relationships with those contacted during the course of work. Must meet and maintain current physical ability requirements for a Deputy Sheriff with the Inyo County Sheriff's Office.

PHYSICAL STANDARDS: Height and weight must be proportionate; hearing normal; vision 20/100 corrected to 20/30. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk; run and jump; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and or move more than 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places and/or underground in mines or caves; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level is usually moderate.