

# CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: SHERIFF SERGEANT**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform law enforcement work and provide supervision to assigned shift for the Sheriff's Department.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Adjusts payroll for assigned employees, when necessary; prepares and reviews schedules for employees; conducts roll call of employees present for work; reviews and recommends approval or disapproval of leave time requests; disseminates all pertinent information such as General Orders, Department notices, personal orders, Division orders, etc., to all employees.

Coordinates and assists in the training of employees; provides instruction on safety procedures and departmental policies and procedures; schedules training times to benefit manpower allocations; administers agility testing when assisting the training and personnel section.

Oversees computer and technological functions for the Sheriff's Department; installs and updates computer hardware and software; troubleshoots problems with computers; designs, edits, and maintains departmental web site; conducts evaluations and makes recommendations on future purchases on computer systems hardware and software; trains employees on the use of the computer systems.

Secure inmates in holding cells or jails; oversees the processing of inmates into jail including booking and ID preparation; transports prisoners to and from court or doctor's appointments; arranges and performs interstate extradition; supervises and assists in the bonding and release of prisoners; manages inmate control and movement; conducts shakedowns and searches for contraband; responds to inmate disturbances; follows the case status of inmates.

Reviews and investigates inmate grievances and complaints.

Supervises the safekeeping of inmate property/possessions, ledgers/accounts for inmates' money, cash drawers/boxes used for bond and other fees, check processing, and petty cash.

## **Clayton County, Georgia ~ Sheriff Sergeant**

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Transport mental patients to medical facilities.

Performs uniform patrol work: issues citations for traffic violations; responds to emergency calls; assists Deputies; responds to accident scenes; patrols County property; investigates complaints and reports of unusual activity; assists stranded motorists; impounds vehicles.

Assists in investigations of crimes: searches homes and buildings for wanted suspects; collects evidence; secures crime scenes; testifies in court; conducts surveillance; interviews witnesses and suspects; arrests suspected criminals.

Maintains security for various facilities including court, jail, juror locations, and other property located in the County; monitors alarms.

Prepares and reviews various reports and documents such as booking reports, vehicle lists, personal property lists, hospital duty rosters, productivity reports, shift activity reports, arrest reports, accident reports, citizen complaint documents, court documents, affidavits, LED sheets, etc.; maintains files and make copies as necessary.

Serves civil process papers including search warrants, protective orders, subpoenas, and arrest warrants; performs evictions and levies.

Enters various data into the computer system; checks criminal backgrounds and histories; enters and obtains information using the GCIC and NCIC databases.

Answers telephone calls and assists citizens with inquiries; responds to citizen complaints concerning personnel.

Oversees inventory of equipment and supplies; orders needed equipment and supplies; coordinates maintenance of fleet vehicles and communications equipment; maintains database of repairs and issued equipment and vehicles; oversees the uniform budget; orders and issues uniforms.

Attend staff meetings and other meetings as required.

Recruit potential applicants for employment with the department.

### **ADDITIONAL FUNCTIONS**

Inventories equipment locker; ensures vehicles are washed; inspects vehicles and uniforms of assigned employees.

Pick up mail.

Conducts inmate counts and supervises shakedowns of inmates on an irregular basis.

## Clayton County, Georgia ~ Sheriff Sergeant

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Search inmate mail for contraband.

Assures vehicles are sent to the County garage for scheduled maintenance.

Attends required and optional training conferences to maintain certification as a Law Enforcement Officer and to enhance performance; attends civic functions when directed:

Performs other related duties as required.

### MINIMUM QUALIFICATIONS

High school diploma, supplemented by vocational/technical training in Basic Law Enforcement; supplemented by one (2) years previous experience and/or training within the Sheriff's Office that includes law enforcement and supervisory work; should hold current rank of Senior Deputy with at least one (1) year in grade with satisfactory completion of probationary period; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must possess and maintain valid firearms and Peace Officer certifications.

### ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 160 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Tasks may require exposure to temperature/weather extremes, strong odors/fumes, toxic/poisonous agents, smoke, dust, pollen, wetness, humidity, animal/wildlife, disease/blood/bodily fluids/pathogenic substances, explosives, violence, bright/dim light, noise, vibrations, machinery, traffic hazards.

*Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*