

**MONTGOMERY COUNTY GOVERNMENT, VIRGINIA
POSITION DESCRIPTION**

TITLE: SERGEANT

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide services to the Department of Law Enforcement and Department of Jail Operations. The position is responsible for carrying out and assisting Sheriff and Deputy Sheriff with tasks and activities associated with the two departments. The position works independently, reporting major activities through periodic meetings.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Administrative Sergeant

Assists in preparing and submitting the County budget for the Department and the budget for the State Compensation Board.

Processes and submits both County and State payrolls.

Processes and submits all accounts payable and accounts receivables.

Balances and figures compensatory time and enter data for all employee time sheets into computer.

Supervises and prepares performance evaluations for subordinates.

Maintains petty cash funds along with crime prevention and accreditation funds.

Performs administrative work for the Sheriff.

Supervises and coordinates activities of Road Deputies.

Tours patrol areas to insure execution of orders and adherence to divisional work procedures.

Oversees deputies in performance of duties.

Inspects uniform appearance of officers and checks patrol vehicles for conformity to standards.

Directs activities in emergencies to coordinate deployment of manpower and equipment.

Corrections Sergeant

Supervises and coordinates the activities of all correctional officers assigned to a shift.

Performs tasks for the Deputy Sheriff of Corrections.

Investigates inmate disturbances and documents findings.

Maintains records and prepares reports.

Directs the release and transfer of prisoners based on court orders.

SERGEANT

Patrol Sergeant

Supervises, trains, assigns, and coordinates activities of assigned personnel; ensures the safety of assigned personnel; conducts performance evaluations of assigned personnel; disciplines assigned personnel when necessary.

Tours patrol areas to insure execution of orders and adherence to work procedures by assigned personnel; inspects patrol vehicles.

Handles complaints from citizens; provides security for citizens; assists citizens at the scene of accidents and funeral processions.

Assists fire and rescue units when necessary.

Enforces criminal and traffic laws and codes of the Commonwealth.

Directs activities in emergency situations; coordinates deployment of assigned personnel and equipment.

Prepares reports documenting activities and events that occurred during shift; maintains records for court proceedings; maintains training and employee records.

Maintains skills and knowledge in the use of firearms and firearms safety; operates two-way radios, cell phones, and patrol vehicles.

Consults with state and local law enforcement agencies.

Performs Deputy duties as necessary.

Performs additional duties as assigned by the Sheriff or Chief Deputy.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, office equipment or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

SERGEANT

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with very serious impact - affects entire organization and the general public; probability of loss of life and/or damage is very likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED. An Associate's Degree is preferred.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

SERGEANT

Requires medium work involving standing or walking all of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable dexterity and skill in operating machinery, tools, or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, violence, disease/pathogens, and traffic.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The Montgomery County Government of Virginia is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.