



## BOONE COUNTY JOB DESCRIPTION

|                                      |                                |                             |
|--------------------------------------|--------------------------------|-----------------------------|
| <b>JOB TITLE:</b> <u>Sergeant</u>    | <b>NEW:</b> <u>X</u>           | <b>REVISED:</b> <u>    </u> |
|                                      | (Please check one)             |                             |
| <b>REPORTS TO:</b> <u>Lieutenant</u> | <b>FLSA:</b> <u>Non-Exempt</u> | <b>DATE:</b> <u>06/08</u>   |
| <b>DEPARTMENT:</b> <u>Sheriff</u>    | <b>JOB CODE:</b> 4012          |                             |

### **DEFINITIONS:**

Under general supervision, oversees and assists the activities of Deputies on assigned shift in patrolling their district, responding to calls for service, interviewing victims and witnesses and preparing reports in enforcing the laws of Missouri and ordinances of Boone County.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Enforces rules, regulations and policies of the County Sheriff's Department; delegates duties to Road Officers; responds to calls for service; communicates with victims, witnesses and suspects in cases; identifies and collects evidence; writes reports; performs follow-ups on investigations.

Serves and enforces child and adult orders of protection; arrests law violators; transports prisoners; processes prisoners; testifies in court; serves arrest and/or search warrants; checks employee security at open and closed businesses; performs building searches; conducts traffic stops; issues traffic summonses; investigates traffic accidents.

Assists other law enforcement agencies; assists the fire department and medical aides in emergencies; assists Corrections with inmates; checks the work of subordinates; handles citizen complaints about subordinates; performs surveillance duties as required; serves probate warrants.

**KNOWLEDGE AND SKILLS:**

1. Considerable knowledge of the principles and practices of law enforcement.
2. Considerable knowledge of applicable federal, state and local statutes, ordinances and regulations.
3. Considerable knowledge of the policies and practices of the Boone County Sheriff's Department.
4. Good knowledge of Boone County Human Resources policies and practices.
5. Good knowledge of the criminal justice system in the State of Missouri.
6. Good knowledge of the court system in the State of Missouri.
7. Skill in planning, scheduling and supervising staff.
8. Skill in interacting with people of different social, economic, and ethnic backgrounds.
9. Skill in communicating with violators and mediating difficult situations.

**MINIMUM QUALIFICATIONS:**

Possession of Missouri Peace Officer Certification; high school diploma or GED, and three years experience in law enforcement; must have clear criminal record (excluding traffic violations).

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)