



## BOONE COUNTY JOB DESCRIPTION

**JOB TITLE:** Enforcement Corporal      **NEW:** X      **REVISED:**       
(Please check one)

**REPORTS TO:** Sergeant      **FLSA:** Non-Exempt      **DATE:** 10/11

**DEPARTMENT:** Sheriff      **JOB CODE:** 201

**DEFINITIONS:**

Under general supervision, oversees and assists the activities of supervisors 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 the laws of the State of Missouri and the ordinances of Boone County, investigates citizen complaints, provides services to the courts and helps in keeping the peace. Plans and organizes daily assignments for subordinates, maintains discipline and control of subordinates, evaluates performance of subordinates and handles complaints about subordinates, identifies and collects evidences, serves and enforces child and adult orders of protection.

**KNOWLEDGE AND SKILLS:**

1. Ability to effectively and efficiently communicate via various media's with people from all cultural, social, economical and diverse backgrounds.
2. Ability to make forcible arrest and engage in foot pursuits.
3. Ability to multi task.
4. Ability to process, accurately interpret, and understand several pieces of information received from several separate sources at one time.
5. Ability to utilize sound reasoning, as well as the ability to make sound decisions.

6. Ability to prioritize your workload, meet deadlines, follow instruction, comply with policies, rules and regulations.
7. Ability to accept direction and carry out directives.
8. Ability to work with little supervision or guidance.
9. Ability to remain in-touch with officer's workload and to ensure officers have sufficient time to complete their work.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED, any college credits or degrees can only be considered a plus. (Continued training for supervisory personnel, as well as line officers is a must.)

**APPROVALS:**

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

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