



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Sheriff</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Citizens of Boone County</u>	FLSA: <u>Exempt</u>	DATE: <u>01/20</u>
DEPARTMENT: <u>Sheriff</u>		

SUMMARY:

Serves as the Sheriff of the County of Boone, as outlined in [Chapter 57](#) of the Missouri Revised Statutes, and is the elected administrative authority for the Boone County Sheriff’s Department and the Boone County Jail. This is an executive level position that performs administration, supervisory, and technical law enforcement work exercising overall command of all personnel within the Boone County Sheriff’s Department and Jail.

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.*

- As the Sheriff, serves as the highest-ranking law enforcement officer within Boone County.
- Directs and manages the overall operations of the Sheriff’s Department and Jail.
- Coordinates Sheriff’s Department operations, training, and planning with other County entities and outside agencies.
- Interacts with various media outlets.
- Maintains current information as to trends and changes in the law as it applies to Sheriff’s Department and Jail.
- Develops and/or implements operating policies and procedures for the Sheriff’s Department and Jail.
- Develops, justifies, and monitors the annual budget for the Sheriff’s Department and Jail.
- Attends staff meetings and communicates changes in policies and procedures to staff.
- Coordinates and works with government officials, department directors, and other prominent stakeholders to develop and implement event plans, enforcement efforts, and direct the management of Boone County government.
- Performs other duties as needed.

KNOWLEDGE AND SKILLS:

The Sheriff will ideally possess the knowledge and skills that enable them to carry out the duties of the office of Sheriff. These duties include but are not limited to the duties found in [Chapter 57](#) or the Missouri Revised Statutes.

Additionally, the Sheriff will ideally possess:

1. Extensive knowledge of modern principles and practices of law enforcement administration.
2. Extensive knowledge of civil, criminal, and administrative law at all levels, as well as pending and/or proposed changes.
3. Extensive knowledge of criminal investigation procedures and techniques.
4. Extensive knowledge of procedures, policies, practices, rules, and regulations governing activities of the administrative functions and their interpretation in order to exact efficient, effective performances and maintain a high degree of cooperation among subordinate members.
5. Extensive knowledge of the criminal justice system in the State of Missouri.
6. Extensive knowledge of the powers, duties, functions, jurisdiction and responsibilities of the Sheriff's Department.
7. Ability to plan, delegate and distribute workload to personnel.
8. Ability to communicate clearly and concisely, orally and in writing.
9. Ability to evaluate research and analytical reports for impact and development.
10. Ability to monitor and evaluate potential legislative initiatives for impact and development.
11. Strong knowledge of the political, social, and economic structure of Boone County, the social importance of law enforcement work; the geography of the County, its incorporated areas and the general roadway network.
12. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

PHYSICAL DEMANDS:

Ability to: react to physical confrontations and emergency situations quickly and effectively; perform tasks requiring dexterity and agility after running moderate distances; see and recall visual details; hear and understand speech and radio transmissions; perform multiple physical tasks simultaneously; drive an automobile; qualify with a department authorized firearm and defensive weapons; wear required uniform articles and safety equipment for extended periods of time; wear and use a respirator; communicate clearly in person and via a police radio and/or phone.

Position requires CONTINUOUS standing and sitting for long periods of time; FREQUENT bending, reaching, kneeling, and crouching; climbing up and down stairs; lifting and carrying 75 pounds; dragging up to 150 pounds.

WORK ENVIRONMENT:

This position primarily operates in a professional office environment and is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

As a law enforcement professional, there is risk and hazard from violence, aggressive and hostile people, a variety of weapons, noise, stress, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs, and drug paraphernalia; and risk of civil litigation due to the performance of duties.

Work may be performed in various weather conditions (e.g., extreme temperatures and precipitation).

Position requires the ability to work when necessary, as well as, the ability to work different shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS:

The minimum qualifications for an elected Sheriff in the State of Missouri are outlined in [RSMo 57.010](#), which reads, “**1. At the general election to be held in 1948, and at each general election held every four years thereafter, the voters in every county in this state shall elect some suitable person sheriff. No person shall be eligible for the office of sheriff who has been convicted of a felony. Such person shall be a resident taxpayer and elector of said county, shall have resided in said county for more than one whole year next before filing for said office and shall be a person capable of efficient law enforcement. When any person shall be elected sheriff, such person shall enter upon the discharge of the duties of such person's office as chief law enforcement officer of that county on the first day of January next succeeding said election.**

2. No person shall be eligible for the office of sheriff who does not hold a valid peace officer license pursuant to [chapter 590](#). Any person filing for the office of sheriff shall have a valid peace officer license at the time of filing for office. This subsection shall not apply to the sheriff of any county of the first classification with a charter form of government with a population over nine hundred thousand or of any city not within a county.”

Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skill that are required and deemed necessary for this position. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skill may change at any time with or without notice.