

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## SERGEANT

<b>JOB CODE: 30110</b>	<b>PAY GRADE: S02</b>	<b>PAY RANGE: \$71,000 - \$81,857</b>
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### GENERAL DESCRIPTION

Under the direction of a superior, performs work of ordinary difficulty and responsibility in the field or office, in directing the work activities of Deputies or other Sheriff's Office personnel in the area of assignment. Incumbent may supervise members engaged in patrol, traffic regulation, crime investigation, identification, work with juveniles, service of civil and criminal process, or the performance of other specialized or technical duties. Duties are generally performed on an assigned shift but the member may be called upon to continue the duties or work assignment on other shifts and/or at other times as directed. Work is assigned through oral or written form, from a superior officer. Incumbent exercises considerable independent judgment and latitude of individual initiative in the interpretation of work procedures. Work is reviewed through oral and written reports, discussions and personal observation for compliance and adherence to established procedures. Performs other work as requested.

This position requires that the member be certified by the Florida Criminal Justice Standards and Training Commission in compliance with Chapter 943 F.S.S as well as meet the minimum vision requirement of 20/30 corrected, in each eye.

The duties and responsibilities in this position include the pursuit, apprehension and arrest of law violators or suspected law violators.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Instructs, assigns and supervises the work of subordinate employees through observation and written reports;
- Trains deputies in the conduct of their duties; compiles and summarizes crime statistics; reviews squad activity regularly;
- Performs routine patrol; investigates citizen complaints, makes court appearances and testifies; arrests law violators and performs other specialized law enforcement work, in uniform and plain clothes, as required by assignment or detail;

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- Conducts periodic reviews of work of subordinates, materials, equipment, personal appearance and work methods and procedures; maintains close supervision, appraising and evaluating conditions of performance for adherence and conformity to duties and methods as prescribed by Sheriff's Office policy, rules and regulations, special or general orders;
- Initiates corrective action and/or disciplinary action as necessary;
- Answers all emergency calls or calls for assistance and takes charge of any emergency or major crime scenes and directs all police activities at the scene until relieved by a superior officer or other competent authority;
- Assists in the training of personnel;
- Performs other related duties as assigned;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

## **QUALIFICATIONS**

- Must be full-time, law enforcement-certified deputies or bailiffs who have served in those capacities with the Pinellas County Sheriff's Office for a five (5) year period prior to taking the promotional examination
- No discipline, which resulted in suspension or demotion, for a one (1) year period prior to the date of the promotional exam
- Must have taken the Law Enforcement Certified Sergeant Promotional Exam prior to the date of appointment to the rank of Sergeant

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of state statutes, laws, ordinances and regulations applicable to Pinellas County.
- Knowledge of laws of arrest, search and seizure, search warrants and the rules for handling evidentiary matters, and/or matters of detention and security of prisoners.
- Knowledge of the political, social and economic structure of Pinellas County; the social importance of law enforcement; the geography of the County, its unincorporated areas and the general roadway network.
- Knowledge of county and state court functions and practices.
- Knowledge and practical application of first aid.
- Ability to receive orders from superiors and to transmit them to subordinates in a firm and tactful manner.
- Ability to lead by example.

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- Ability to react quickly and calmly and direct the work of subordinates in an emergency.
- Skill in the use and care of firearms, motor vehicles and related law enforcement equipment.
- Ability to perform all the essential duties and requirements of the Deputy Sheriff position.
- 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.

This list of functions, duties, responsibilities, and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.