



Brazos County Job Description

Last Updated: October 2022

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Class Number:	B1424	Title:	Sergeant
Pay Group:	28	Department:	Sheriff's Administration
FLSA Status:	Exempt	Reports To:	Lieutenant
Approved Date:		EEOC Category:	Technicians

General Summary:

Assists the Lieutenant in overseeing the operations of the Sheriff's Office; supervises subordinates and enforces departmental policy; receives reports of crimes and dispatches officers; accordingly, enforces laws; performs investigative work; writes reports; serves warrants and civil papers; responds to many different types of calls; schedules shifts and approves leave time; and resolves employee problems.

Essential Duties:

- Supervises the daily activity of subordinates assigned to shift including handling employee problems, assigning and reviewing work, conducting performance evaluations, and making recommendations on hiring, firing, and disciplining.
- Receives incoming cases and reports of crimes, assigns each case to a deputy to handle, and monitors the progress of each case.
- Monitors staffing levels, including keeping track of timesheets, hours worked, and any overtime or compensatory time for all subordinates.
- Prepares and monitors daily production charts for all subordinates.
- Directs on-scene investigations of subordinates and provides technical and administrative assistance.
- Enforces Penal Code, Traffic Code, and Family Code Laws.
- Prepares daily paperwork and reviews all required paperwork submitted by subordinates.
- Writes reports of criminal activity.
- Enforces criminal and traffic laws.
- Serves misdemeanors and felony arrest warrants, including location offenders.
- Serves civil process papers; enforces civil court judgments.
- Responds to citizen calls for service.
- Assists other divisions of Sheriff's Office, as well as other law enforcement agencies as needed.
- Assist with various public relations functions.
- Prepares for and testifies in court as needed.
- Responds to calls regarding wild and vicious animals, as well as loose livestock, including notifying owners and controlling animals.
- Responds to juvenile calls.
- Assists with security for VIPs.
- Attends required meeting, including department meetings, section meetings, supervisor meetings, and county meetings.
- Performs daily shift briefings.
- Logs in daily reports and tickets.
- Maintains records and files papers and documents.
- Maintains current knowledge of law and department policies and procedures.
- Approves or disapproves of leave time and schedules replacement shifts accordingly.
- Prepares monthly reports, summarizing activity. Maintains county vehicle in good working order.

Other Duties as assigned.

<i>Supervision</i>	
Received:	From Lieutenant.
Given:	Supervises others, including assigning and reviewing work, conducting performance reviews and recommending personnel actions.

<i>Education</i>	
Required:	Intermediate peace officer certification or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.
Preferred:	

<i>Experience</i>	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred:	plus at least five years of experience

<i>Certificates, Licenses, Registrations</i>	
Required:	Intermediate certification from the Texas Commission on Law Enforcement (TCOLE); and a valid Texas motor vehicle operator's license.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, hands or feet; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk; frequently lift and/or move objects weighing up to 20 pounds, such as books and stack of records and occasionally must lift and/or move objects weighing 100 pounds or more. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required b this job include close vision, distance vision, peripheral vision, close vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Penal Code, Traffic Code, and Family Code; investigation and crime preventions methods; supervisory management and department policies and procedures. Safely operate vehicles, firearms, radios, and specialized equipment, physically restrain individuals; make decisions quickly, read and write reports, letters and memos; operate a computer and/or typewriter; apply criminal investigative techniques; interpret laws, policies, and procedures; supervise the work of others, recognizing problems and recommending solutions; establish and maintain effective working relationships with other law enforcement agencies, the District and County Attorneys' offices, other departmental employees, and the general public; demonstrate proficiency in both oral and written communications; maintain accurate records; and maintain appropriate necessary certifications, Texas drivers' license applicable to job responsibilities, and good driving record.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of the job, the employee is constantly required to work under time pressures to meet deadlines, work in emergency situations in which there is the possibility of danger or physical abuse, and work closely with others as part of a team. The noise level in the environment is usually moderate, but can be noisy and distracting.