

## DEPUTY SHERIFF SERGEANT

### NATURE AND VARIETY OF WORK

This is first line supervisory level general regulatory law enforcement and court-related work as mandated and authorized by State Law in the Sheriff's Department. This level is responsible for supervising activities of a section or shift. Incumbents typically supervise activities performed in the areas of judicial, courthouse and courtroom security. Responsibilities extend to the following duties: service of civil processes; controls warrants and summonses; investigates, serves, arrests and/or extradite persons wanted on criminal summonses or criminal warrants; transport prisoners and mental patients; execute Court Orders, and perform other administrative/ supervisory duties. Additionally, responsibilities may extend into supervision/participation in special law enforcement initiatives, such as: the Warrant Apprehension Narcotic Team (W.A.N.T.), Street Terror Offender Program (S.T.O.P.), and/or other cooperative enforcement programs. Work is performed within a rank-structure hierarchy under the general supervision of a higher Deputy Sheriff and is evaluated through review of completed assignments. Incumbents exercise considerable independent judgment within a framework of established policies, procedures, regulations and laws.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate level positions on a shift, section, or unit.

Supervises courtroom and courthouse security.

Receives and assists in overseeing the processing of court documents for service in civil and criminal matters.

Supervises the transportation of prisoners to and from courts, institutions, and medical facilities.

Supervises the seizure, inventory, and sale of real and personal property attached by the Department i.e., drugs, automobiles, jewelry, money, and homes.

Participates/supervises the participation in the seizure of narcotics, vehicles, cash, and other assets, including real and personal property associated with drug arrests.

Supervises/performs court related house evictions, such as: crack house evictions; apprehension of fugitives wanted for drug related homicides; and or other court mandated

evictions.

Supervises/participates in special operations, such as: W.A.N.T., S.T.O.P., and/or other cooperative enforcement programs.

Provides input into operational plans, policies/procedural development and/or conducts investigations of Departmental complaints, vehicle accidents, personal injury and other internal problems.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the laws, rules and regulations governing the work of the Sheriff's Department.

Considerable knowledge of the streets, highways, and geography of Prince George's County.

Skill in the use of firearms.

The ability to apply appropriate laws, rules, regulations and policies to specific situations.

The ability to plan, coordinate, and supervise the duties and responsibilities of subordinate personnel.

The ability to issue clear, understandable instructions, orally and in writing.

The ability to express ideas clearly and concisely, orally and in writing.

The ability to deal equitably, tactfully, and effectively with people.

The ability to exercise sound judgment and common sense.

The ability to thoroughly understand and carry out complex oral and written instructions.

The ability to perform under stressful circumstances and situations.

The ability to effectively supervise lower level employees.

Page 3

Good powers of observation.

MINIMUM QUALIFICATIONS

Promotional opportunity specifications to be determined by the Office of Personnel and the Sheriff's Department.

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