



County of Berks Position Description Form

Position Title: Sergeant

Department: Sheriff's Office **Reports To:** Assistant Chief Deputy

Wage Category: Exempt Non-Exempt

Effective Date _____ **Revision Date** 8/2019

EEO-1 Category: Professionals **Union Classification:** N/A

POSITION SUMMARY:

This position actively supports and upholds the stated mission and values of the Berks County Sheriff's Office. Under general supervision, this employee is responsible for supervisory tasks as assigned by the Sheriff. To assist, assign, review, and participate in the work of staff responsible for providing operational services within the Sheriff's Office; and to perform a variety of technical tasks relative to assigned area of responsibility.

POSITION RESPONSIBILITIES:

Essential Functions

1. Serves as a representative of the Berks County Sheriff's Office, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Serves as a first line supervisor under the guidance and direction of the Assistant Chief Deputies. Sergeants are required to work various days and shifts in order to provide the Sheriff's Office with 24/7 supervision.
3. Plan, organize, assign, oversee, and review the work of assigned shifts.
4. Monitors and assesses employee performance, including the delivery of additional training and the imposition of progressive discipline.
5. Participates in the selection of sworn staff; provides or coordinates staff training, works with employees to correct deficiencies.
6. Prepares various reports regarding assigned operations, activities, incidents and investigations.
7. Assists in the implementation of the Sheriff's Office goals and objectives. Recommends changes in schedule, policy and procedures to maximize the efficiency of the Office. Performs operational, management and administrative duties as required to meet the goals and objectives of the Sheriff's Office.

8. Performs a full range of operational duties of a Deputy Sheriff as required.
9. Assesses and addresses employee performance, both positive and negative, and creates documentation for use in employee performance evaluations. Takes immediate action to correct improper conduct and to train subordinates in the performance of duties.
10. Notifies the Officer of the Day of all major incidents, as well as those which may result in the need for additional resources or could result in above average publicity.
11. Schedules Deputies, according to workload levels and skills, to respond on special details, and to fill open shifts, in accordance with established call-out lists.
12. Supervises and conducts investigations as required.
13. Performs all duties and completes all reports assigned by superior officers.
14. Responsible for the Operation of divisions within the Sheriff's Office in the absence of the Assistant Chief Deputy.

Non-Essential Functions

1. Protects confidential information by preventing unauthorized release, both oral and in writing.
2. Sergeants are encouraged to become certified training officers in the various disciplines needed to maintain deputy proficiency in firearms, first aid, CPR, AED, etc.
3. Performs other related duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE:

1. High school diploma or G.E.D. certificate from an accredited issuing agency is required. Associates degree from an accredited college or university with major course work in criminal justice, public administration, or related field is preferred.
2. Two (2) years of experience as a Deputy Sheriff or Law Enforcement Officer, as well as all the requirements of a Deputy Sheriff.
3. Any equivalent combination of training, education, and experience which provides the required knowledge, skills, and abilities.
4. Valid Pennsylvania driver's license.
5. Residency requirement. Must be able to respond with 60 minutes from residence

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the principles of supervision, leadership, instruction, and training,
2. Knowledge of the modern and complex principles and practices of law enforcement.
3. Knowledge of the procedures, methods, and techniques of civil service process of law enforcement, communications or detention.
4. Familiarity with Federal, state, county, and local laws, regulations, and ordinances.
5. Knowledge of criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.
6. Knowledge of all division of the Sheriff's Office.
7. Knowledge of Sheriff's Office policies and procedures, terminology, and practices.
8. Knowledge of Sheriff's Office training procedures; arresting and corrections procedures.

9. Skill in planning and problem-solving techniques.
10. Skill in public relations.
11. Ability to communicate effectively, both orally and in writing.
12. Ability to apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and all other aspects of law enforcement.
13. Ability to organize and review the work of sworn and non-sworn technical personnel.
14. Ability to train and provide direction to staff.
15. Ability to interpret and explain law enforcement policies and procedures.
16. Ability to coordinate Sheriff's Office activities.
17. Ability to maintain composure under adverse conditions such as public harassment, critical injuries, and death.
18. Skill in leadership and organization.
19. Ability to analyze situations quickly and objectively and to recognize actual and potentially dangerous situations, and to determine the proper course of action.
20. Physical presence in the office is may be required.

PHYSICAL DEMANDS:

Duties are performed both in an office environment and in the field. In the field the employee is exposed to varying and extreme weather conditions. Must have the capability to hear, speak, and see to communicate with the general public. Must have the strength and ability to apprehend, subdue and restrain criminal offenders. Physical exertion may be required to climb stairs and over walls, run, bend, twist, reach, crawl through tight spaces, kneel in confined areas; sit for prolonged periods of time; move/push/pull or lift heavy objects exceeding 50 lbs.

WORKING ENVIRONMENT:

Employees risk physical hazard from violence, aggressive and hostile people, a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs and drug paraphernalia; high risk of civil litigation due to the performance of duties.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.