

# SNOHOMISH COUNTY JOB DESCRIPTION

## SERGEANT (CS)

Spec No. 4050

### BASIC FUNCTION

The primary duties of this class are in support of the County's Sheriff's Office operational functions. Responsibilities include planning, scheduling and supervising the work of commissioned and civilian personnel in the Snohomish County Sheriff's Office as a first line supervisor.

### STATEMENT OF ESSENTIAL JOB DUTIES

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Instruct and advise subordinates in the performance of their duties; assign tasks and coordinate activities of staff.
2. Train Sheriff's Office personnel in law enforcement principles, procedures and related subjects; assist with in-service training.
3. Monitor and evaluate the work of subordinates and prepare performance evaluations; recommend personnel actions to superiors.
4. Review reports submitted by staff; indicate improvements as necessary.
5. Take charge in dangerous or difficult situations; coordinate personnel and equipment as necessary.
6. Establish and maintain communication with community groups; assist in resolving problems; assist with public information and crime prevention programs.
7. Prepare required reports and maintain necessary records.

### STATEMENT OF OTHER DUTIES

8. May serve as back-up to deputies in field situations.
9. May perform the duties of a Lieutenant.
10. May perform the duties of a Deputy.

### MINIMUM QUALIFICATIONS

Must hold the rank of Deputy Sheriff in the Snohomish County Sheriff's Office; and have at least five (5) years of current experience at that rank as of the closing date for filing of applications. Three years experience as a sworn officer in another police agency may be substituted for one year of this experience requirement. Must pass job related tests.

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### LICENSING/SPECIAL REQUIREMENTS

A valid Washington State Driver's License, unrestricted except as to vision, is required at time of appointment.

Employees must be armed at all times while on duty and must carry official office identification when armed. Must qualify with a firearm on a regular basis. Work may involve strenuous physical tasks.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- principles of law enforcement practices and procedures
- Federal, state, and county laws, ordinances and charter provisions related to law enforcement and the policies and procedures of the Sheriff's Office
- geography of the county and the economic and social factors affecting law enforcement activities
- principles and practices of supervision
- interview techniques
- preservation of evidence

Ability to:

- analyze and resolve complex law enforcement problems
- analyze situations quickly and objectively to determine course of action
- coordinate, supervise and evaluate work of subordinate employees
- develop program plans, implement policies/programs; evaluate work accomplishments
- communicate effectively, both written and verbal, with people regardless of age, sex, social, cultural or ethnic background
- establish and maintain effective working relationships with office personnel, personnel of other agencies, and the general public
- assess skills and potential of employees; lead, motivate, and manage unit to ensure staff is organized, responsible and effective

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### WORKING CONDITIONS

Positions in this class typically require daily dealing with distraught or difficult individuals; standing for prolonged periods; work outdoors possibly in inclement weather; operate a motor vehicle on public roads for travel throughout the county; exposure to hazardous materials, diseases, and airborne/blood borne pathogens; daily wearing protective gear and equipment; precise control of fingers and hand movements; daily strenuous physical tasks; and lifting, moving and carrying objects over 20 pounds.

Shift, holiday and weekend work is required. Overtime and call back may be required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class established: Pre 1980

Previous job description dated November 4, 1982

EEO Category: 4 – Protective Services

Pay Grade: 602 – Sheriff Deputy and Sergeant Pay Plan

Workers Comp: 6905 - Law Enforcement

Approved by the Snohomish County Civil Service Commission February 7, 2001