



## **Sheriff Sergeant, Court Services (2535)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 20

**Safety-Sensitive:** Yes

### **Purpose**

The purpose of this classification is to assist in supervising the daily operations and staff on an assigned shift in the Court Services Division of the Sheriff's Office. Responsibilities differ according to area of work assignment and may include the servicing of subpoenas, civil processes and warrants; transportation of offenders; and/or providing for the security of judicial buildings.

### **Typical Duties**

Supervises, directs, and evaluates assigned staff: per chain of command, supervises the activities of personnel through subordinate supervisors; develops and oversees employee work schedules to ensure adequate coverage and control of shift activities; compiles and reviews timesheets; processes employee concerns and problems; recommends discipline, disciplinary actions, discharge and salary increases; assists with or completes employee performance appraisals; acts as a liaison between employees and management; trains staff in operations, policies, and procedures; and establishes and promotes employee morale.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; inspects cleanliness and functionality of weapons; inspects vehicles and other equipment to ensure safe and proper operation; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Supervises serving of and serves felony and misdemeanor warrants and civil papers: arrests individuals named in warrants; conducts investigations to determine location of individuals named in criminal and civil papers; performs extradition of alleged criminals from other jurisdictions to satisfy open warrants; executes lunacy or juvenile pickup orders; and transports prisoners to County jail, medical facilities, mental institutions, or juvenile detention center.

Supervises the provision of and provides security for judicial buildings and legal proceedings: ensures the proper functioning of computer controlled electronic lock system and security cameras; serves as liaison to security companies regarding functionality of systems; schedules bailiffs to cover court functions; maintains a security presence to ensure safety of court personnel, to identify and prevent disturbances of court proceedings, and prevent violence or use of weapons; assists with courtroom proceedings and documentation process as required; conducts security checks of courthouse offices, judges' chambers, parking lots, or other areas of courthouse; performs electronic and visual security screening of jurors, spectators, or other individuals; assists detention officers with security/management of inmates in court; and secures and detains new prisoners.

Supervises the transportation of and transports inmates to/from assigned locations such as courts, jails, detention center, correctional institutions, prisons, medical facilities, regional youth detention centers, or elsewhere as directed: receives transportation orders and distributes to transport officers or personally

performs; restrains, escorts and secures offenders; provides safety and security during transport; maintains security of transported offenders during court; and prepares related paperwork.

Supervises patrolling of/patrols County roads to detect and deter crime: conducts surveillance and investigations into illegal activities; prevents/discovers commission of crime; apprehends, arrests, and processes criminals, fugitives and offenders; writes citations; supervises the enforcement of/enforces traffic laws; uses radar/laser speed detection units to enforce speed laws; and initiates contact with individuals driving motor vehicles to determine involvement in criminal activity.

Writes reports and completes forms such as incident reports, accident reports, etc.; completes daily activity sheets.

Provides first aid, as required, to victims of accidents or violent crimes; directs efforts of emergency personnel in emergency situations.

Testifies in court as required.

Performs other related duties as required.

### **Minimum Qualifications**

Associate degree in Law Enforcement or Criminal Justice required; supplemented by three years of progressively responsible experience in law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license. Must possess and maintain Georgia Peace Officer Standards and Training (POST) certification.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

#### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert moderate physical effort in light to moderate work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, violence, disease, pathogenic substances, or rude/irate customers.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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