



Seminole County Sheriff's Office

SERGEANT (DEPUTY SHERIFF)

Class Spec Code: 2100

Established Date: 10/15/2020

Last Revised Date: 01/19/2022

Effective: 11/18/2022

Salary Range

\$26.61 - \$36.68 Hourly

Bargaining Unit

N/A

EEO

EEO4-Protective
Service Workers -
Sworn

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

PHYS

Classified Service

Yes

General Description

Pro-actively performs supervisory law enforcement and public safety work in the protection of life and property, and serves as a community resource to reduce the fear of crime by identifying and resolving crime and other problems through law enforcement procedures, community interaction and community involvement; executes orders issued by superiors through the jurisdiction of the Sheriff; works closely with the Region Lieutenant to ensure the fulfillment of the Seminole Neighborhood Policing mission.

Typical Duties

(The duties listed below are for illustrative purposes only. The omission of specific work statements does not necessarily exclude them from being performed by the position. It should be noted that all Sergeant/Deputy Sheriff positions in the Sheriff's Office are interchangeable and no particular

assignment shall be construed as permanent).

Supervises personnel engaged in law enforcement activities. Assumes command at emergency scenes until relieved by a superior officers. Contacts other agency personnel to assist as required.

Inspects appearance and equipment of assigned personnel on a routine basis. Prepares, maintains, and evaluates logs, records, reports, and other information necessary for shift operations. Provides for the operational needs of subordinates.

Provides technical assistance to subordinates in the performance of their duties.

Assigns duties to personnel, conducts briefing/roll call training, and reviews their work through personal observation; receives, reviews, and approves reports and distributes same to proper recipients.

Receives and resolves complaints against subordinate Sheriff's Office personnel, or if unresolved, forward complaints through the chain of command.

Coordinates and facilitates communication between community service areas in an assigned region; coordinates and facilitates communications between an assigned region with other regions and/or Sheriff's Office sections.

Develops and recommends shift operating procedures.

Conducts supervisory inquiries as assigned.

Initiates and effectively recommends, performance evaluations, disciplinary and/or commendatory actions for assigned personnel. Counsels employees as needed.

Coordinates training and employees schedules as required. Assist personnel with career development.

Performs all duties which appear in the Deputy Sheriff job description.

Minimum Qualifications

- Must meet the applicable civil service requirements for the positions of Deputy Sheriff Sergeant as promulgated by the Civil Service Board
- Must meet minimum qualifications as stated in the Deputy Sheriff job description
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of modern supervisory techniques and practices. Knowledge of the laws, regulations, and statutes as related to law enforcement activities.

Ability to demonstrate ethical and professional behavior. Ability to analyze

information or situations; synthesize information and/or circumstances; solve problems; recall facts and/or information; describe persons, things, and/or events.

Ability to read and comprehend information; speak clearly; and prepare written reports. Ability to perceive movement and depth-of-field. Ability to follow written and oral instructions/directions. Ability to read maps; select correct radio code for situation; operate radio equipment; follow radio procedures; attain and maintain weapons proficiency; maintain personal fitness; demonstrate firearms safety procedures; demonstrate service weapon firing; demonstrate shotgun firing; and demonstrate chemical agent use.

Sergeants must also be able to perform all duties of a Deputy Sheriff. Sergeants may spend up to 50% of their work time performing the same duties of an assigned Deputy Sheriff.

WORKING CONDITIONS

The work environment for this position is in a Sheriff's Office marked emergency vehicle. The incumbent drives a vehicle and extensive walking is required when not in the vehicle. Lifting of at least 50lbs without assistance may be required. The nature of this position requires the incumbent to report directly to the field when starting their workday. Work is generally assigned via radio calls. The incumbent must be able to work in an environment where there is exposure to scenes of graphic violence.