



## POSITION DESCRIPTION

**Core Values** → *ESPRIT de Teton County*  
**E**xceed expectations; offer options not obstacles  
**S**ervant leadership through initiative  
**P**ositively professional  
**R**espect for all people, places and things  
**I**ntegrity in every word and act  
**T**eamwork for the good of the whole

**TITLE:** Sheriff Sergeant  
**DEPARTMENT:** Sheriff's Office

**LAST UPDATED:** Oct 2014  
**FLSA STATUS:** Non-Exempt

*FLSA destination cannot be assigned to a job class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designations included on the job description are for general administrative guidelines.*

**SUMMARY:** Under general supervision, supervises and participates in a variety of law enforcement and office duties. Plans and supervises training, budget preparation, and coordination of special projects and assignments. Duties vary by area of assignment.

### PRIMARY DUTIES AND RESPONSIBILITIES:

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plans, prioritizes, assigns, supervises, and evaluates the activities of Deputies on an assigned shift or unit; prepares work schedules; monitors use of overtime, leave, and other benefits; analyzes reports submitted by subordinates for thoroughness and accuracy; enforces departments rules, regulations, and procedures.
- Supervises and participates in all duties required of a Deputy Sheriff to include, enforcing local and state laws, responding to calls for service, issuing citations, and making arrests.
- Coordinates special enforcement programs and assists with Search and Rescue (SAR) calls for service; provides or coordinates and documents Wyoming Peace Officer Standards and Boards (POST) certification training; work with employees to correct deficiencies; implements and maintains disciplinary procedures.
- Oversees and participates in preparing the annual Sheriff's Office budget for training, uniforms, equipment, firearms, and ammunitions; manages, reviews, and applies for grants; coordinates special events and assignments.
- Receives and reviews all Sheriff's Office applicants; runs background checks; administers and documents the results of pre-employment tests to include, physical, psychological, and polygraph examinations; oversees and participates in training process.

When assigned to the Detention Center:

- Hires staff members; orders supplies; oversees volunteer and contract personnel; manages jail programs to include, AA, Journaling, and Church Services; balances bank accounts, accounts payable, and accounts receivable; reconciles accounts.
- Performs fire drills and inspections; computes and maintains inmate release date information and inmate records.
- Oversees the Field Training Officer (FTO) program and other training programs.
- Manages and maintains detention equipment including but not limited to inmate exercise equipment and office equipment.
- Supports the relationship between the Teton County staff and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and County staff; maintains confidentiality of work-related issues and County information; performs other duties as required or assigned.

### MINIMUM QUALIFICATIONS:

#### Education and Experience:

- High school diploma or GED equivalent; **AND** four years of patrol experience, preferably which includes supervisory experience; **OR** an equivalent combination of education, training, and experience.

**Required Licenses and Certifications:**

- Must possess a valid Wyoming/Idaho Driver's License and maintain an acceptable driving record.
- POST Peace Officer Certification.
- CPR/ First Aid Certification.

**Required Knowledge of:**

- Federal, state, and local civil and criminal laws, regulations, and procedures.
- Principles and practices of effective project management, leadership, supervision and training.
- Principles and procedures of recordkeeping, reporting and retention.
- Safety rules and regulations, occupational hazards, and safety precautions.
- Self-defense, crowd control, verbal de-escalation, and weapon handling practices, techniques, and procedures.
- Federal employment regulations.
- Principles, practices and requirements of grant writing and compliance.

**Required Skills in:**

- Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely
- Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office and field related equipment.
- Preparing and implementing department-wide budgets.
- Utilizing problem solving strategies.
- Responding calmly and appropriately to emergency and/or life threatening situations.

**Physical Demands/Work Environment:**

- Some work is performed in a standard office environment, with field work performed in various locations both indoor and outdoors; field work may require constant physical efforts, and exposure to dangerous persons, substances, situations, tools, and equipment; safety precautions must be followed, including use of safety equipment.