



Fort Bend County Job Description

Job Title:	Sergeant	Job Code:	J12067
Department:	Sheriff's Office	Department Number:	5601
Supervisor:	Lieutenant	FLSA Status:	NE
Supervises:	Corporals	Job Grade:	12
SIP/DOT:	SIP	Policy Group:	LE

Job Summary: Supervises daily operation of assigned unit and ensures that laws, rules and procedures are enforced. Participates in planning of programs, policies or objectives for own work group and department.

Essential Duties and Responsibilities:

May be assigned duties in Academy, Administration, Bailiffs, CID, Communications, Identification, Jail, Patrol, Youth Programs and Technical Support.

- Assists with preparation of annual budget; recommends equipment expenditures.
- Assists and/or instructs other employees with their duties; reviews work of employees.
- Prepares and submits all requisitions for the division to Finance Department.
- Conducts training ensuring personnel have the proper knowledge to fulfill their job duties and are in compliance with state regulations.
- Prepares Requests For Proposals and evaluates bid proposals to acquire the correct equipment
- Assigns duties and plans work of others
- Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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Department: Sheriff's Office Department Number: 5601

MINIMUM JOB REQUIREMENTS:

Knowledge: 60 college credit hours with a GPA of C (2.0) or higher and Basic TCOLE Peace Officer Certification or Combination of High School Diploma/GED and Intermediate TCOLE Peace Officer Certification

Experience: 4 years full time paid experience in a law enforcement agency performing peace officer, telecommunication, or correctional officer duties.

Skills and Abilities: Strong computer and typing, verbal and written communication and organizational skills. Strong interpersonal skills and ability to deal effectively with the public, other employees and elected officials. Ability to participate in daily rigorous physical fitness workout as Cadet Instructor.

Special Requirements: Valid Driver's License. Must maintain all requirements to be licensed as a peace officer under TCOLE rules. When duty assignment is in Detention Bureau must obtain and maintain correctional officer certification per TCOLE rules (this is not a prerequisite to assignment, may be completed after assignment starts).

Essential Behavioral Expectations: Fort Bend County employees are expected to use professional courtesy, discretion and sound judgment when engaging in any contact with co-workers, customers, vendors, visitors and/or other Fort Bend County employees. Employees are also responsible for but not limited to, the following behavioral expectations: maintaining confidentiality of business knowledge and employee information, maintaining professional relations while engaging in job related tasks, cooperating with others to resolve conflict and achieve goals, maintaining a pleasant attitude while leaving personal business or issues/problems outside of the work place.

Equipment Used: Telephone
Audio/Video Equipment
Fax Machine
Calculator
Specialized Electronic Surveillance Equipment
Camera
Computer
Restraints and Weapons
Two-Way Radio
Automobile

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Department: Sheriff's Office Department Number: 5601

Contacts: Daily contact with co-workers, department employees, and the public in writing, in person and/or on the telephone to provide service and/or information; frequent contact with employees in other departments in person or on the telephone to provide service and/or information and to exchange routine information; occasional contact with regulatory agencies in person or on the telephone to exchange routine information.

Supervision Required: Uses independent judgment within established guidelines; needs assistance only for unusual, non-routine situations.

Physical Demands: Daily use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel, reaching with hands or arms, sitting, talking and listening; occasional lifting of objects up to 100 pounds, climbing or balancing, standing and walking; frequent stooping, kneeling, crouching or crawling; close vision and the ability to adjust focus.

Work Environment: Work is performed primarily in a climate-controlled open office area, shared with other employees and open to public and office traffic; Worker is subject to physical hazards from rigorous physical activity and subject to harm as a result of confrontation and/or use of deadly force and disease. Noise level is moderate.

Physical demands and work environment characteristics described are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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