

**Job Title: Field Deputy Sergeant II**

**Department:** Sheriff's Office  
**Immediate Supervisor:** Lieutenant

**BRIEF DESCRIPTION OF THE JOB:** Supervises patrol personnel and manages the operations of the department.

**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time      Physical Strength Code

1) Supervises patrol personnel by performing evaluations, monitoring time off requests, ensuring training requirements are maintained, assigning work duties and briefing officers with respect to current conditions.	70%	L
2) Manages the operations of the department by monitoring all phases of the civil and criminal warrant processes, monitoring telecommunication functions and managing writs of execution.	30%	L
<b><u>Physical Strength Column:</u>    S - Sedentary    L - Light    M - Medium    H - Heavy    VH - Very Heavy</b>		

**PHYSICAL DEMANDS**

**Overall Physical Strength Demands:**

\_\_\_\_\_ Sedentary      X   Light    \_\_\_\_\_ Medium    \_\_\_\_\_ Heavy    \_\_\_\_\_ Very Heavy

**Codes: for each physical demand code listed:**

*C = Continuously    F = Frequently    O = Occasionally    R = Rarely    N= Never*

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	F	Assisting the public
Sitting	F	Desk work, driving
Walking	F	Around the office
Lifting	O	Files, equipment and supplies
Carrying	O	Files, equipment and supplies
Pulling	O	Aiding citizens
Pushing	O	Vehicles
Using Fine Dexterity	F	Computer keyboard
Reaching	O	For equipment
Kneeling	R	Making arrests, changing tires
Crawling	R	Making arrests
Twisting	O	From computer to telephone
Climbing	R	Stairs
Balancing	N	
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with general public and on radio
Talking	C	Communicating with general public and on radio
Using Foot Controls	O	Driving

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**Machines, Tools, Equipment and Work Aids:**

Vehicle, radio, handcuffs, computer and related software, telephone, pager, flashlight, road spikes

**Environmental Factors:**

Exposure to and frequency:

D = Daily      S = Seasonal      W=Several Times Per Week      M=Several Times Per Month

<b>ENVIRONMENTAL FACTORS</b>					
Dirt and Dust	Y	Extreme Temperatures	D	Noise and Vibration	W
Fumes and Odors	W	Wetness/Humidity	M	Darkness or Poor Lighting	W

<b>HEALTH AND SAFETY</b>					
Mechanical Hazards	D	Chemical Hazards	W	Electrical Hazards	Y
Fire Hazards	Y	Explosives	Y	Communicable Diseases	D
Physical Danger or Abuse	D	Other (specify)			

<b>PRIMARY WORK LOCATION</b>					
Office Environment	X	Warehouse		Shop	
Vehicle	X	Outdoors	X	Other:	

**Protective Equipment Required:**

Firearms, face mask, rubber gloves, mace, seat belt, body armor, eye protection, weather gear

**Non-physical Demands:**

Frequency Codes:      F = Frequently      O = Occasionally      R = Rarely

Time Pressures	C	Emergency Situations	F
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	C	Noisy/Distracting Environment	F

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

### **Experience:**

Over seven years up to and including eight years of experience is required.

### **Certifications and Other Requirements:**

Basic Peace Officer's License

Valid Texas Class C Driver's License

### **Supervisory:**

Work requires supervising and monitoring work performance through the assistance of other supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

## **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

**Signatures - Review and Comment**

I have reviewed this job description and find it to be an accurate description of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.