

Job Title: Major CID

Department: Sheriff's Office
Immediate Supervisor: Chief Deputy

BRIEF DESCRIPTION OF THE JOB: Supervises the criminal investigation division 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) Assigns offense reports by reading offense reports, assigning reports and coordinating with other agencies.	35%	S
2) Compiles VCR reports by recording crimes, recording adult and juvenile arrest records and recording family violence, officer assaults, controlled substance violations and licensed weapons violations.	35%	S
3) Supervises the division by reading and assigning offense reports, recording and interpreting offenses for crime reports, coordinating and assigning reports, handling citizen complaints and investigating major crimes and offenses.	20%	S
4) Provides assistance to the public by determining cause for complaints, determining if investigation is necessary and answering legal and criminal questions.	10%	L
<u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

Sedentary 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.

Physical Demands	Frequency Code	Description
Standing	O	Making presentations
Sitting	O	Desk work, driving
Walking	O	Around office and crime scene
Lifting	R	Files, supplies, evidence
Carrying	R	Files, supplies, evidence
Pulling	R	File drawers
Pushing	R	File drawers
Using Fine Dexterity	F	Computer keyboard
Reaching	R	For files, supplies, evidence
Kneeling	R	During investigations
Crawling	N	
Twisting	R	From computer to telephone
Climbing	R	Stairs
Balancing	R	On stairs
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with personnel and general public
Talking	F	Communicating with personnel and general public
Using Foot Controls	F	Driving

Machines, Tools, Equipment and Work Aids:

Computer and related software, vehicle, telephone, calculator, evidence kit, fingerprint kit

Environmental Factors:

Exposure to and frequency:

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

ENVIRONMENTAL FACTORS					
Dirt and Dust	M	Extreme Temperatures	M	Noise and Vibration	N
Fumes and Odors	M	Wetness/Humidity	M	Darkness or Poor Lighting	M

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

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse		Shop	
Vehicle	X	Outdoors		Other:	

Protective Equipment Required:

Firearms, body armor, gloves

Non-physical Demands:

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

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

JOB REQUIREMENTS

Formal Education:

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

Experience:

Over nine years experience is required.

Certifications and Other Requirements:

Advanced Peace Officer's License

TCLEOSE Certification

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.

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.