REVISED 22 JUN 1990

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Sheriff's Sergeant	CODE: 02095
	MAJOR AGENCIES: County Sheriff	JURISDICTION: County

FUNCTION: Under general supervision from sheriff's lieutenant or other administrative supervisor, supervises patrol officers, deputies &/or corporals; may be responsible for tour of duty in absence of shift lieutenant;

- PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Supervises patrol officers, deputies &/or corporals (e.g., patrols assigned areas of county checking for efficient operation during tour of duty, assures complete charge of investigation as required by departmental procedures, inspects subordinates for defects in side arms, equipment &/or uniforms) & reports all irregularities to supervisor.	Knowledge of (1) employee training & development*, (2) supervision*, (3) public relations, (4) state & federal criminal laws & regulations, (5) police methods & procedures; skill in (6) operating police equipment; ability to (7) define problems, collect data, establish facts & draw valid conclusions, (8) calculate fractions, decimals & percentages, (9) prepare meaningful, concise & accurate reports, (10) gather, collate & classify information about data, people or things, (11) handle sensitive inquiries from & contacts with officials & general public, (12) demonstrate physical fitness.
2		Reviews evidence & reports submitted by subordinates in connection with investigations, maintains clear & accurate records pertainig to shift activities.	Knowledge of 4, 5; ability to 7, 8, 9, 10.
3		Makes public relations contacts with officials & newspapers to promote cooperation with department & safety program; conducts accident & safety instruction program through lectures, demonstrations & publications.	Knowledge of 3, 4, 5; skill in 6; ability to 7, 8, 9, 10, 11, 12.

*Developed after employment

123:1-8-03 (39)

UNUSUAL WORKING CONDITIONS:

Exposed to physical harm; may work outside exposed to weather.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Requires possession of certificate of having successfully completed approved basic peace officer training program per Section 109.77(A) of Revised Code, plus: 1 yr. service at immediate lower-level classification or other length of service at lower-level classification required by bargaining contract. Valid driver's license. Probationary period may be one year if requested by appointing authority & approved by Director of Administrative Services.