



MORRISON COUNTY

JOB DESCRIPTION

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|-------------------|--------------------------|
| Job Title: | Sergeant |
| Department: | Sheriff's Office |
| Classification: | 13 |
| Reports to: | Chief Deputy and Sheriff |
| Supervises: | Indirectly only |
| Work Shift/Hours: | Varies |
| Telecommute: | No |
| Union: | Yes |
| FTE Status: | 1.0 Full Time Equivalent |
| Last Reviewed: | 08/2024 |

Nature of Work:

This position is responsible for responding to and taking the lead role in criminal investigations within the county. They provide supervisory oversight for licensed deputy personnel and maintain the property and evidence room.

Communicates with:

Internally – All Sheriff staff.

Externally – State/county/city entities and public.

Supervision:

Indirectly: Deputy Sheriffs

Essential Work Functions:

- Responds to calls for assistance, policy enforcement, medical help, or safety; collects information, assists with possible medical emergencies, and determines need for further action; performs lifesaving procedures.
- Performs investigations regarding complaints; questions individuals involved in incidents; gathers information and evidence; determines laws, regulations, or rules broken; prepares information and documentation for trial.
- Provides work direction to deputies on shift and acts as point of contact
- Apprehends criminals and offenders.
- Investigates major crimes to include homicides, sexual assaults, financial crimes, and crimes against persons. Investigations include crimes scene processing, collecting evidence and interviewing victims, witnesses, and suspects.
- Drafting and executing search warrants.
- Manages evidence room and completes tracking and audits of evidence.
- Works with other governmental agencies that serve the public to include local governmental agencies, HHS, Corrections, County Attorney as well as state and federal agencies including the MN BCA, FBI, ATF and Secret Service.
- Operating and manages forensic equipment to include cell phone extraction programs.
- Monitors Predatory Offender Program.
- Assists in scheduling & ordering of equipment including training supplies, firearms, and squad cars.
- Instructs regular scheduled training i.e. firearms and use of force. Responsible for maintaining department continuing education training budget. Schedules training and maintains training records for licensed personnel. Maintains records for audits from the MN POST Board.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in tech or associate's degree.
- Five (5) years of experience required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN driver's license
- Peace Officers Standards and Training License.
 - Knowledge of:
 - Law enforcement weapons and equipment
 - Safety principles and practices
 - Defensive techniques
 - Physical apprehension, handcuffing, and restraining techniques
- (EMSRB) First responder certification.
- Firearms license and certification.
- Mental Health/OSHA training
- Emergency Vehicle Operator Course certification
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Strong interpersonal and oral communication skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively supervise staff.
- Demonstrate initiative and excellent problem-solving skills.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

| Exposed to: | 24% or Less | 25% - 49% | 50% - 74% | 75% or more |
|--------------------------------------|-------------|-----------|-----------|-------------|
| Office environment | | X | | |
| Sitting, standing | | | X | |
| Walking, reaching, pulling | | X | | |
| Typing/data entry | | | X | |
| Talking, hearing | | | X | |
| Close and distance vision | | X | | |
| Heavy (Over 60 pounds of force) | | X | | |
| Challenging or threatening behaviors | | | | X |
| Hazardous physical conditions | | | | X |

| | | | | |
|---------------------------------|--|---|---|---|
| Hazardous materials | | | X | |
| Atmospheric Conditions | | | X | |
| Travel | | | | X |
| Extreme temperatures | | | X | |
| Environmental | | X | | |
| Work with high detail/deadlines | | | X | |

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____