

Champaign County Job Description

Job Title: Sergeant - Investigations
Department: Sheriff's Office
Reports To: Captain - Investigations
FLSA Status: Nonexempt
Employment Status: Bargaining unit
Prepared Date: May, 2017

SUMMARY Performs responsible supervisory, law enforcement and administrative functions in Champaign County.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs as supervisor and reviews the work of the investigations staff.

Supervises all assigned juvenile investigations; gathers evidence on juvenile crime or abuse cases, prepares case files, arrests suspects and ensures that the juvenile case records remain separate from adult cases in accordance with federal and state laws regarding confidentiality of juvenile data.

Maintains confidentiality of all juvenile cases by performing and supervising such investigations.

Maintains communications with higher authorities regarding juvenile investigations.

Provides investigators with information regarding applicable policies and procedures; provides or secures legal information pertaining to investigations work.

Briefs staff on State's Attorney's office activity regarding matters pertaining to juvenile crime or abuse cases; testifies in court when required.

Provides administrative assistance to the Captain - Chief Investigator by performing as liaison with governmental agencies, assisting in the formulation of divisional objectives and work methods and providing expertise on juvenile matters to departmental staff.

Assumes full command of the division in the absence of the Captain - Chief Investigator.

Meets challenges of assigned work under the constraint of a heavy workload and a shortage of staff while ensuring the adherence of staff to divisional and departmental policies and procedures.

Makes decisions regarding duty assignments and interpretation of departmental and divisional policies and procedures.

Maintains contacts with other representatives of law enforcement agencies regarding receiving /providing information on accidents and crimes, prisoners and investigations; contacts include State's Attorney's office, Office of the Public Defender, Circuit Court judges, area police departments and the Illinois State Police.

SUPERVISORY RESPONSIBILITIES Directly supervises 3 to 10 investigators. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and recommendations for discipline of employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) and five years of law enforcement course work and experience or equivalent combination of education and experience. Must meet all criteria for the rank of Sergeant. Requires thorough knowledge of state statues regarding civil and criminal area. Requires thorough knowledge of investigative techniques and the ability to ferret out information.

LANGUAGE SKILLS Ability to read and interpret documents such as police regulations, operating instructions, legal documents and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of the public or employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out furnished in written, oral or diagram form. Ability to deal with problems involving several variables in unusual situations.

CERTIFICATES, LICENSES, REGISTRATIONS Valid driver's license required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and distance vision. Employee may occasionally have to physically restrain arrestees and engage in a physical confrontation to take actively resisting persons into custody.

WORK ENVIRONMENT Occasionally at crime site or nearby. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Note: this job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within the job class. "Essential functions" are to be determined at the position or job level within each department.