

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4418      **TITLE:** DEPUTY SHERIFF SERGEANT      **GRADE:** C-20

**DEFINITION:**

Under instructional supervision, and in accordance with federal, state, county, and agency regulations, performs first-line supervisory duties in the field of law enforcement, specifically, in the areas of correctional services, community corrections, court services and administration; as well as any other duties assigned by supervisors acting on behalf of the Sheriff.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is the entry-level supervisory class. Positions assigned to this class differ from those classified as Deputy Sheriff II in that Deputy Sheriff II positions perform no supervisory-related responsibilities. Deputy Sheriff Sergeant positions perform first-line supervisory duties, and acts on behalf of a Deputy Sheriff Second Lieutenant during his/her absence from the work site, or when so designated.

Deputy Sheriff Sergeant positions differ from Deputy Sheriff Second Lieutenant positions in that Deputy Sheriff Sergeants perform first-line supervisory duties whereas the Deputy Sheriff Second Lieutenant is responsible for the overall day to day operations and has oversight over the Deputy Sheriff Sergeant position.

**ILLUSTRATIVE DUTIES:**

Assists in planning, scheduling, assigning, training and reviewing the work of subordinates engaged in correctional services, community corrections, court services and administration;  
Provides supervisory direction and guidance to Deputy Sheriff I's and Deputy Sheriff II's;  
Provides input into performance appraisals for both civilian and uniformed subordinates;  
Conducts and documents equipment and personnel inspections to ensure compliance with agency standards;  
Recommends formal disciplinary action as a result of violation of standard operating procedures;  
Prepares reports of activities and incidents for superiors and county entities;  
Prepares correspondence in response to citizen, inmate and employee complaints and inquiries;  
Initiates and conducts criminal and internal investigations;  
Makes acquisition suggestions for budget consideration;  
Takes appropriate action in emergency situations in accordance with established riot, hostage, fire and disaster plans;  
Gives testimony in court on actions taken during arrests and investigations in criminal matters;  
Executes and returns civil process to the court of origin;  
Performs routine law enforcement duties as required (e.g. traffic enforcement, accident response and investigation, criminal investigations, etc.)  
Executes Department of Motor Vehicle suspension orders, court orders, levies, and evictions;  
Serves civil and criminal warrants and makes arrests.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the policies, procedures, and practices of the functional area to which assigned;

Thorough knowledge of the agency's standard operating procedures and guideline

Knowledge of supervisory techniques and the ability to apply them effectively;

Knowledge of the agency's emergency equipment and riot, hostage, fire and disaster plans;

Knowledge of federal, state, and county laws and ordinances affecting functional areas;

Working knowledge of agency's information technology systems (e.g. PCs, Live-scan, etc.)

Demonstrated skill in the use of firearms, defensive tactics and nonlethal weapons;

Ability to make accurate observations and remember names, faces, and details;

Ability to affect a physical arrest;

Ability to establish and maintain good working relationships with fellow staff members, inmates, external departments, and agencies;

Ability to effectively handle situations requiring tact, diplomacy, fairness, and good judgment;

Ability to communicate clearly and concisely, both orally and in writing;

Ability to work effectively under stress;

Ability to work a shift work schedule which includes rotating shifts, evenings, weekends, and holidays;

Ability to maintain reasonable physical fitness standards in relation to mission responsibility.

**EMPLOYMENT STANDARDS:**

Any combination of education, and experience, and training equivalent to the following:

High school diploma or a G.E.D. issued by a state department of education;

PLUS

Three years of sworn experience as a Fairfax County Deputy Sheriff and must be presently serving as a full time Deputy Sheriff in the Fairfax County Sheriff's Office.

REVISED: September 1, 2009

REVISED: March 15, 2001

REVISED: February 14, 1990

REVISED: September 4, 1986

REVISED: July 1977