



## CLASS SPECIFICATION

Class Code: 60002202  
Date Established: 03/1987  
Last Reviewed: 02/2023  
Last Revised: 02/2023  
Last Title Change: 12/2018  
FLSA: non-exempt  
Probation: 12 months

### SHERIFF FIELD SPECIALIST

#### **DEFINITION**

Under general supervision, performs advanced technical and clerical duties in support of the Sheriff's Office field operations and Patrol Division; and performs other related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Two years of full-time clerical experience to include public contact and interviewing people for the purpose of gathering information; or an equivalent combination of related training and experience.

#### **LICENSE OR CERTIFICATE**

Must possess a valid driver's license at the time of appointment and maintain it for continued employment.

CJIS/NCIC (Criminal Justice Information System and National Crime Information Center) certification is required within six months of appointment and must be maintained for continued employment.

EVOC (emergency vehicle operation course) certification is required within six months of appointment.

CSI (Crime Scene Investigation) certification is required within one year of appointment and must be maintained for continued employment.

Completion of OC training (pepper spray) within six months of appointment.

#### **DISTINGUISHING CHARACTERISTICS**

This is the journey level in the Sheriff Field Specialist classification series. It is distinguished from the Sheriff Field Specialist Trainee in that incumbents are expected to perform the full-spectrum of duties and responsibilities under less supervision.

#### **SUPERVISION EXERCISED**

Exercises no direct supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Monitor individuals at the front desk of the Sheriff's office, evaluate and identify potential security situations (under the influence of alcohol, drugs, behavioral problems, irate, etc.), and take swift and appropriate action, which may include talking to the individual in order to defuse a volatile situation, in accordance with established policy and procedures, to ensure the safety of deputies, civilians, inmates, and the general public.

Assist the public, either in person, via email, or on the telephone, by providing information regarding the Sheriff's Department operations, policies, and procedures in accordance with established guidelines and protocols and/or make referrals to appropriate staff or other agencies.

Search criminal justice database and encode a variety of reports, documents, and criminal justice records to ensure current information is available to a variety of law enforcement agencies.

Meet with and interview victims/witnesses/individuals filing criminal or incident reports; obtain all pertinent information, frequently in a stressful and disruptive environment; take written and/or oral statements, collect evidence, complete reports and forward to appropriate staff for processing. Report types include, but are not limited to, missing/lost persons, runaway juveniles, child abuse, sexual assault, battery, stalking, harassment, death investigations, traffic accidents, vandalism, fraud, burglary, theft, other crime reports, and CSI reports.

Maintain activity logs and compile data pertaining to the assignment area; submit periodic activity summaries to supervisors.

Respond to routine calls from the community that do not present a potential danger to the responder; take complaints/statements from victims and witnesses, participate in investigations; photograph and process fingerprints and bodily fluids at incident/crime scenes; collect and book evidence; perform follow up to collect video surveillance footage and documentation.

Perform community liaison related activities in the field such as participation in community relations programs, providing assistance with special events, assisting with searching for and transporting citizens as necessary and participating in traffic control.

Testify at judicial and administrative proceedings.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Washoe County and Sheriff's Office policies and procedures specific to assigned functions and operational area.

Laws, rules, regulations, terminology, and acronyms that apply to the assigned area of responsibility.

Photography and other CSI techniques used in photographing and processing crime scenes.

Geography of Washoe County.

### **Ability to:**

Clearly communicate verbally, in writing, and over the radio, utilizing proper codes and terminology, to include during emergency situations.

Write incident reports in a factual, objective, clear, and concise manner, using correct grammar, language, and formatting to address the desired audience.

Read maps and understand and follow GPS coordinates.

Provide court testimony.

Evaluate situations, make sound judgments, and adopt a course of action.

Operate a County-issued four-wheel drive vehicle off road and wench over rough and/or uneven terrain.

Traverse rough and/or uneven terrain on foot.

**Entry Level** (*Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.*)

**Knowledge of:**

Office procedures, methods, and equipment including computers; applications such as Microsoft Office Suite applications and statistical databases.

English usage, spelling, grammar, punctuation, and basic report writing and preparation.

Basic techniques of interviewing and effectively documenting information.

Practices, principles, and techniques of effective customer service and communication.

**Ability to:**

Remain tactful and courteous; maintain professionalism and solicit information from individuals from diverse populations and socioeconomic backgrounds in high stress situations.

Read, comprehend, and apply a variety of laws, regulations, training materials, operating procedures, and policies.

Communicate effectively verbally and in writing; follow oral and written instructions, sometimes during intense and stressful situations.

Remain calm and solicit information from individuals in stressful situations; demonstrate effective conflict resolution and de-escalation skills in response to difficult and challenging situations.

Perform duties of a complex, highly sensitive, emotional, and confidential nature.

Compile data and complete reports; perform accurate data entry.

Establish and maintain cooperative working relationships with all those contacted in the course of work.

**SPECIAL REQUIREMENTS** (*Essential duties require the following physical skills and work environment.*)

All applicants must be willing to submit a set of fingerprints, complete and submit a personal history statement, and pass background investigation; must pass a Computerized Voice Stress Analysis (CVSA) examination; may be asked to provide a DNA sample for elimination purposes when working a crime scene.

Must be able to sit, stand, walk, push, crouch, stoop, twist upper body, and lift approximately 50 pounds; must be able to discern colors and shades of colors; must be able to distinguish voice transmissions over the radio; must be able to tolerate exposure to cold, heat and other environmental conditions; must be available and willing to work days and swing shifts, weekends and holidays.

Must be willing to wear bullet-resistant vests, reflective vests, gloves, and personal protective equipment in the course of performing duties and responsibilities in the field; must be willing to be routinely exposed to reports of traumatic events, deceased bodies and dangerous substances such as blood borne pathogens, chemicals, drugs, firearms and other weapons, dirt, feces, grease, mechanical hazards, dust, fire, vibrations and confined work spaces.

Sheriff Field Specialists are considered disaster service employees when ordered to assist during a disaster.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*