



CLASS SPECIFICATION

Class Code: 16526
Date Est: 07/2009
Last Rev: 12/2018
Last Title Chg: 12/2018
FLSA: non-exempt
Probation: 12 months

SHERIFF FIELD SPECIALIST TRAINEE

DEFINITION

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

EXPERIENCE AND TRAINING REQUIREMENTS

Any combination of related training and experience that would provide the required knowledge, skills and abilities.

LICENSE OR CERTIFICATE

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

DISTINGUISHING CHARACTERISTICS

This is the trainee level in the Sheriff Field Specialist classification series which provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. If the requisite proficiency is not demonstrated during the probationary period, an incumbent will not be retained. This level is intended as a training position to enable incumbents to learn policies, procedures, specific techniques and regulations related to field services while assisting journey level Sheriff Field Specialists.

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, identify potential security situations (under the influence of alcohol, drugs, behavioral problems, irate, etc.), evaluate situations, 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 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 making referrals to appropriate staff or other agencies.

Receive training to 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.

Participate in interviewing individuals filing criminal or incident reports; obtain all pertinent information, frequently in a stressful and disruptive environment; complete reports and forward to appropriate staff for processing. Reports include, but are not limited to, booking and release records, inmate incident reports, complaints from the public, missing/lost persons reports, reports of runaway juveniles, sexual assaults and death investigations, shift activity reports, accident reports, reports of injured children, vandalism reports, fraud reports, burglary, theft and other crime reports.

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

Draft correspondence in response to complaints and requests for information from inmates, the general public and staff and forwards to appropriate staff for handling.

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; provide support during disasters; may photograph and process finger prints and bodily fluids at incident/crime scenes; and file reports of incidents with appropriate operational division.

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 lost and found children and participating in traffic control.

Issue citations to snow removal companies for moving snow accumulations into illegal areas.

Enforce parking violations in snow removal areas by issuing citations and having vehicles towed.

May be required to testify at judicial and administrative proceedings.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operating policies and procedures specific to the assigned area of responsibility.

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

Basic procedures relating to traffic control.

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

Skill to:

Type at a rate of 30 net words per minute with 95% accuracy.

Ability to:

Deal effectively with individuals from diverse socioeconomic backgrounds and in stressful situations.

Read, comprehend and apply a variety of laws, regulations, training materials, operating procedures, and policy and procedure manuals.

Communicate effectively (verbally, in writing, and over the radio, using proper codes and sometimes in emergency situations).

Evaluate situations and make sound judgments.

Remain calm and solicit information from individuals in stressful situations.

Follow verbal and written instructions in periods of intense activity.

Compile data and complete reports.

Perform data entry with sufficient speed and accuracy to perform the job.

Solicit information from individuals under stressful situations.

Write incident reports in a factual and objective manner.

Read maps and understand and follow GPS coordinates.

Use a variety of computer hardware and software programs including Microsoft Office Suite.

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

All applicants must pass appropriate Washoe County typing and data entry test requirements at a rate of 30 net words per minute with 95% accuracy; 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, lift approximately 50 pounds; must be able to discern colors and shades of colors; must pass a hearing test and 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 and gloves in the course of performing duties and responsibilities in the field; must be willing to be routinely exposed to 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 Specialist Trainees are considered to be 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.