



# Sergeant - Judicial

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 728  
Supervisory: Yes  
Reports to: Lieutenant - Enforcement

### Summary

Under general direction of a Lieutenant – Enforcement, this position is responsible for supervising the activities and personnel of an assigned function in the Sheriff’s Office.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of assigned personnel.
2. Assist with staffing decisions within the assigned function including hiring, training, performance evaluation, scheduling of workload, delegation of assignments, and retention of assigned personnel.
3. Compile, maintain, and review all reports, daily work records, timecards, payroll information, work specifications, shift logs, and appropriate documentation for assigned personnel.
4. Correlate function involvement within the department, with other County departments, volunteer groups and outside agencies.
5. Respond to questions and complaints from the public, assigned personnel, County departments, and other agencies; perform CPR and administer first aid.
6. Attend meetings with divisional personnel, county departments, state court, outside law enforcement, correctional, legal, and other agencies to coordinate security activities and training.
7. Inspect equipment, behavior, and conduct of subordinate officers and assigned personnel.
8. Perform functions of subordinate staff as needed.
9. Assist in conducting internal investigations as assigned.
10. Preserve the peace by enforcing federal, state, and local laws; investigate threats to judicial facilities and personnel; make lawful arrests for criminal activities.
11. Prepare various reports, records, logs, memoranda, time sheets, and other necessary records to ensure compliance with statutory provisions and with policy and procedure requirements.
12. Ensure compliance of subordinate personnel in the use of force and firearms and of required training.

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FLSA: Non-Exempt  
Effective Date: 1/18/2025  
Public Safety: Yes

Worker’s Compensation: County  
Background Level: Sworn  
Safety Sensitive: Yes  
DOT: No  
ML: Manager

13. Ensure that all required POST training is obtained by subordinates.
14. Respond to call-backs and callouts as requested.
15. Assist the Division Commander in developing training and exercise programs to evaluate the effectiveness of division operations.
16. Assist in the development and deployment of emergency preparedness exercises to determine readiness to execute emergency response and recovery plans in the event of a disaster or hazardous material incident.
17. Appear and testify in court or at hearings when subpoenaed.
18. Assist in case planning and management including preparing investigative subpoenas, affidavits, and warrants.
19. Ensure proper presentation of cases to County Attorney for prosecution and court presentation.
20. Enforce policies and procedures for proper evidence storage, chain of legal custody, and final disposition according to law.
21. Supervise gathering of evidence and electronic surveillance within the courts.
22. Act as crime scene manager; perform all essential enforcement activities including interviewing victims, witnesses, and suspects.
23. Supervise courthouse activities and monitor deputy performance.
24. Oversee monitoring of behavior and movement of in-custody persons within the courthouse.
25. Monitor and conduct security checks of holding cells, court facilities and related offices.
26. Oversee management of security screening checkpoints, the video surveillance center, and electronic door operations in the court.
27. Take custody of remanded individuals for transport to jail.
28. Coordinate service of arrest warrants, Civil processes, Orders of Protection, and facilitate transport to local and other state facilities. Oversee transport of in-custody juveniles to and from court from around the state.
29. Coordinate with judges and other administrative officers of the court to facilitate special security needs.
30. Facilitate courthouse custody exchanges and termination of parental rights.
31. Perform as department specialist, and/or instructor for a variety of non-routine police training functions, as assigned.
32. Perform as team leader for a variety of non-routine police functions including Field Training Officer, SWAT, Armorer, DRT Emergency Vehicle Operations, Public Order Unit, Judicial Response Team, and Firearms, as assigned.
33. Conduct team meetings, command, and teach team members and make team assignments.
34. Assist in writing and administering federal, state, and other grants.
35. Monitor various financial accounts.
36. Exemplify the desired culture and philosophy of the organization.
37. Work effectively as a team member with other members of management and staff.

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## **Knowledge, Skills, and Abilities**

- Knowledge of supervisory techniques
- Knowledge of principles and practices of weaponless defense
- Knowledge of current statutes, laws, and local, State, and Federal codes
- Knowledge of laws and regulations pertaining to holding adults and juveniles in detention facilities
- Knowledge of investigative procedures and techniques
- Knowledge of the principles and practices of law enforcement specific to assignment
- Knowledge of psychological and sociological conditions and issues related to human development and criminal behavior
- Skilled in reading, writing, and basic math
- Skilled in word processing and basic computer programs
- Skilled in document composition
- Skilled in operation of firearms and equipment related to assigned duties
- Skilled in using weaponless self-defense and restraining techniques
- Skilled in the operation and use of restraining devices
- Skilled in analytical problem solving
- Skilled in conducting investigative interviews
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to maintain files, records, and reports
- Ability to coordinate multiple tasks efficiently
- Ability to maintain mental and emotional composure in a stressful and potentially dangerous environment
- Ability to understand criminal documents including court dockets, arrest reports, and criminal histories
- Ability to supervise and maintain order of in-custody persons within the courthouse.

## **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

## **Work Environment**

Work is typically performed in environmentally controlled rooms but is also performed for sustained periods outdoors and in all weather conditions. The noise level in the work environment is moderate to loud. While performing the work, the employee is exposed to potentially hostile situations and to unknown and dangerous conditions. Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. This role requires the use of protective devices such as

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personal body armor, masks, goggles, and gloves. Work exposes the incumbent to individuals who are agitated, angry, otherwise upset, or uncooperative. Work may expose the incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Incumbent may be exposed to contagious or infectious diseases or hazardous chemicals. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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 required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, walk, talk, and hear. Specific vision abilities by this job include close vision, color vision, and ability to adjust focus. The employee is required to type, file and lift supplies or equipment up to thirty (30) pounds. The performance of this job exposes the employee to hazard uncertainty and requires physical readiness and conditioning. The employee may be required to restrain individuals weighing two hundred (200) pounds or more. The employee regularly drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

To maintain full-time status, this position must work at least eighty (80) hours each two-week pay period, however the regularly scheduled hours are eighty-six (86) per pay period. The ability to work a variety of shifts on a rotational schedule including nights, weekends, and holidays is a requirement.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

### **Required Education and Experience**

1. High school diploma or equivalent.
2. Six (6) years of work experience in the capacity of a certified Law Enforcement Officer and/or certified Corrections Officer of which three (3) years must be in the Enforcement or Judicial Divisions of the Utah County Sheriff's Office.
3. Related degrees beyond high school will also be considered in meeting up to two (2) of the six (6) years of experience required but will not satisfy the required three (3) years as a certified Law Enforcement Officer.

### **Additional Eligibility Qualifications**

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1. Applicants must possess current Utah Law Enforcement Officer certification through the Utah State Peace Officer Standards and Training (POST) Agency upon application. County employees being reassigned or transferred to this classification must possess Law Enforcement Officer certification upon reassignment or transfer.
2. Incumbents are required to maintain POST certification and successfully complete required annual training.
3. Incumbents may be required to successfully complete annual Emergency Vehicle Operation training.
4. Incumbents are required to maintain annual weapons qualification for all assigned weapons.
5. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
6. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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