



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** Jan. 18, 2018

**Staff Contact:** Casey Otto, COtto@carson.org

**Agenda Title:** For Possible Action: To separate the titles of Assistant Sheriff (grade PS4) and Undersheriff (grade PS5), pursuant to the 2014 Pontifex study and recommendations, and to establish the top of the range for the PS5 Position, Undersheriff at \$159,349.15. (Sheriff Furlong, kfurlong@carson.org)

**Staff Summary:** In 2014, the Pontifex study changed the title of Deputy Chief grade 805 to Assistant Sheriff Grade PS4 and changed the Undersheriff from grade 810 to PS5. These changes were approved by the Board during the FY15 Budget process. Subsequent to the original Pontifex study, the Sheriff created the Assistant to the Sheriff - Sworn title, encompassing all sworn Carson City Chartered positions. This request is to revert back to the original Pontifex grade structure by separating the titles back to Assistant Sheriff (grade PS4) and Undersheriff (grade PS5), and to establish the range of \$153,348 to \$159,349. The Undersheriff is responsible for assisting the Sheriff with the direction and coordination of the Sheriff's Office activities and staff; oversees the strategic operations of the Sheriff's Office; and plans, organizes, coordinates, directs and supervises all Divisions of the Sheriff's Office.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 10 minutes

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## **Proposed Motion**

I move to approve the Separation of the titles of Assistant Sheriff (grade PS4) and Undersheriff (grade PS5), pursuant to the 2014 Pontifex study and recommendations, and to establish the top of the range for the PS5 Position, Undersheriff to \$159,349.15.

## **Board's Strategic Goal**

Safety

## **Previous Action**

N/A

## **Background/Issues & Analysis**

The proposed top of range matches the current public safety department director grade of D22 and is also in line with the Undersheriff salary range in both Douglas and Washoe counties. This change maintains Carson City internal parity with the department directors and maintains external parity with the Undersheriff positions in surrounding counties.

## **Applicable Statute, Code, Policy, Rule or Regulation**

N/A

## **Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number: All payroll line items within 101-2014-421

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact:

Approximately \$13,000, which will be funded within the current Sheriff's Office Budget.

**Alternatives**

No salary increases.

**Board Action Taken:**

Motion: \_\_\_\_\_

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

Aye/Nay

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Undersheriff	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Sheriff	<b>GRADE:</b>	PS5
<b>REPORTS TO:</b>	Sheriff	<b>DATE:</b>	July 2, 2014

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### **SUMMARY OF JOB PURPOSE:**

Under general direction, assists the Sheriff in the management, supervision, and coordination of all the programs and activities of the Sheriff's Office; coordinates activities with other City departments, elected officials and outside agencies. This position serves as second in command at the Sheriff's Office.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Supervise and oversee activities of Office staff; make work assignments; follow-up on assignments, create work schedules; respond to and assist officers with calls for service; handle citizen complaints; and participate in the establishment of performance standards in accordance with the Sheriff's Office goals and objectives.
- Participate in the development and implementation of goals, objectives, policies, general orders and procedures of the Sheriff's Office; develop and implement priorities for assigned divisions; identify resource needs; develop comprehensive programs based upon community and/or Office needs; and acts as the Sheriff in the absence of the Sheriff.
- Participate in labor negotiations; implement collective bargaining agreements; and consult with labor representatives.
- Manage, review, and resolve difficult and sensitive citizen inquiries and complaints; implement disciplinary and termination procedures; and manage all grievances.
- Select, train, motivate and evaluate sworn and non-sworn law enforcement staff; provide or coordinate staff training; work with employees to correct deficiencies and errors; monitor work flow; and review, evaluate and recommend changes in regard to work product, methods and procedures.
- Participate in the development and administration of department budgets; forecast future needs; direct the monitoring and approval of expenses; and recommend adjustments as necessary.
- Represent the City on a variety of committees and commissions; and stay current on trends and innovations in the field of law enforcement.
- Attend training as required to fulfill State and Office requirements.
- Coordinate activities with other law enforcement agencies or support agencies; provide oversight and participate in criminal and administrative investigations; and supervise and participate in critical incidents, tactical situations and criminal investigations.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Contribute to the efficiency and effectiveness of the Office's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Operate a motor vehicle in a safe and effective manner.
- Use standard office equipment, including a computer, in the course of the work.
- Demonstrate courteous and cooperative behavior when interacting with the public and City staff; and act in a manner that promotes a harmonious and effective workplace environment.

## **JOB DESCRIPTION**

## **Undersheriff**

### **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 Experience:**

Equivalent to a High School education or GED; AND ten (10) years of law enforcement experience, four (4) years of which were in a managerial role; OR an equivalent combination of education, training and experience as determined by Human Resources.

- Must be 21 years of age at time of hire.
- Must be Citizen of the United States at time of testing for the position.
- Must have no convictions of any crime for which registration in the State of Nevada is required pursuant to NRS 207.090 or 207.152.

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Valid Driver's License.
- Nevada Category I POST Certificate, or able to achieve a Category I POST Certificate within one (1) year of appointment.

### **Required Knowledge and Skills**

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of law enforcement program development and administration.
- Operational characteristics, services and activities of a comprehensive local law enforcement program.
- Principles and techniques of public relations.
- City, state, and federal laws, statutes, ordinances and court decisions related to police activities.
- Principles and practices of effective interrogation.
- Criminal investigation principles, practices and techniques.
- Weaponry and associated safety practices.
- Safety and security policies and procedures.
- First aid and basic CPR methods.
- City geography.
- Personal computers utilizing standard and specialized software applications.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.
- Techniques for techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

## Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others; instructing others in work procedures.
- Providing administrative and professional leadership and direction.
- Administration of large and complex budgets.
- Applying federal, State and local policies, procedures, laws and regulations.
- Analyze situations quickly and objectively.
- Determine proper course of action under emergency conditions.
- Cope with adverse situations firmly, courteously and with respect for individual rights.
- Use of lethal and non-lethal tools.
- Crime scene preservation and collection of evidence.
- Operate vehicle safely and effectively in normal and emergency situations.
- Traverse terrain safely, understand and carry out oral and written instructions.
- Prepare clear concise and accurate reports.
- Establish effective working relationships with departmental personnel, public law enforcement agencies, community groups and general public.

**SUPERVISION RECEIVED AND EXERCISED:**

*Under General Direction* - Incumbents at this level have considerable latitude in the application of departmental policy, and they follow general guidelines or professional and administrative standards in accomplishing assignments. They are responsible for planning and organizing their own workload, but ordinarily cannot change methods of their assigned work unit, established operations, or departmental policy without Sheriff approval. Supervision is minimal, indirect, and usually limited to technical oversight.

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; occasionally lift and carry up to 50 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another; dexterity to write and to shoot a gun; to be heard in noisy group situation.

**CONDITIONS OF EMPLOYMENT:**

1. *Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
4. *Employees must be required to complete Incident Command System training as a condition of continuing employment.*
5. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$52.25 and a drug/alcohol screen which costs \$36.50. Employment is contingent upon passing the background and the drug/alcohol screen.*
6. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov).*
7. *Carson City is an Equal Opportunity Employer.*

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**"Carson City is an Equal Opportunity Employer"**



## CLASS SPECIFICATION

Class Code: 17025  
Date Est: 6/2011  
Last Rev:  
Last Title Chg:  
FLSA: Exempt  
Probation: 12 months

### UNDERSHERIFF

#### **DEFINITION**

Incumbent is second in command of the department, acting in the capacity of Chief Administrator and Executive Officer to the Sheriff while guiding and overseeing strategic operations of the department. Plans, organizes, coordinates, directs, and supervises all Divisions of the Sheriff's Office; and performs related work as required.

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

The appointing authority may determine the training and experience guidelines as requirements.

A Bachelor's degree from an accredited college or university with a major in Police Science, Criminal Justice, Business or Public Administration or a related field and five years of full-time progressively responsible law enforcement experience in an agency having general public law enforcement powers, including three years equivalent to the rank of Captain or above; OR An Associate's degree from an accredited college or university with a major in Police Science or a related field and seven years of full-time progressively responsible law enforcement experience in an agency having general public law enforcement powers, including five years equivalent to the rank of Captain or above; OR ten years of full-time progressively responsible law enforcement experience in an agency having general public law enforcement powers, including seven years equivalent to the rank of Sergeant or above;

**OR**

An equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

Possession of a Nevada Management POST Certificate is required at the time of application.

#### **DISTINGUISHING CHARACTERISTICS**

The position is appointed by the Sheriff from the rank of Captain or above and is not subject to the competitive requirements of the Merit Rules of Washoe County.

#### **SUPERVISION EXERCISED**

Receives direction from the Sheriff; exercises direct supervision over Assistant Sheriffs, Finance, Office of Professional Integrity and Public Information. (Community Relations)

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

Plan, assign, supervise, and direct the operations of the Bureaus in the Sheriff's Department, including oversight and participation in criminal and administrative investigations, detention and patrol activities and/or the preparation of both criminal and civil cases for submission to the District Attorney or the courts

Recommend proposed laws and ordinances to appropriate authorities

Evaluate Division performance, reviewing work methods and procedures, and developing and implementing changes in work processes and/or equipment used to improve efficiency

Supervise staff including training, work assignment and review, employee discipline, and performance evaluation, conducting internal investigations as necessary

Oversee the development and preparation of reports and records

Plan and assist the Sheriff in developing the overall Department budget; monitor the status of designated funding and expenditures during the fiscal year, ensuring proper maintenance of fiscal controls and reviewing/approving purchase orders and recommending purchase, repair, or replacement of equipment

Directly supervises assistant sheriffs, legal counsel, finance and public information; coordinates their work; identifies training needs; assist the Sheriff with recruitment, selection, and training of new employees

Participate in the development of strategic plans; approve and oversee the implementation of goals, objectives, policies, and procedures

Oversees an effective and corrective disciplinary system

May serve as a team leader for complex, multi-year projects

Reviews current and projected trends of crime; evaluates effectiveness of crime prevention and law-enforcement activities

Works with legal advisors to ensure operations are legal and ethical

Serves as liaison with heads of other law-enforcement agencies, other jurisdictions, business, and labor; represents the Sheriff at private and government functions

Makes presentations to police and citizen groups; meets with the media to report and comment on significant issues affecting the department

Consults with employee representatives; serve as Sheriff's management representative during labor negotiations

Chairs committees and boards as directed by the Sheriff

Acts as Sheriff when the Sheriff is unavailable

Exemplifies the leadership, values and competencies identified for Executive Staff of the Washoe County Sheriff's Office

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and records development and maintenance

Principles, practices, and procedures of law enforcement administration, including budget development, fiscal management and fiscal controls

Principles of leadership management, supervision, training, and work evaluation

Laws applicable to the apprehension, retention, and treatment of juveniles

Washoe County Sheriff's Office policies and procedures

Countywide personnel policies

Computer software specific to the department/division

Organization, functions, procedures, powers, jurisdiction, and responsibilities of the Sheriff's Department

Organization and functions of city, county, state, and federal law enforcement and law enforcement regulatory and licensing agencies

The general geography and topography of Washoe County

Leadership styles

Management planning and control

Supervisory principles and practices

Legal terminology

Current trends and practices in law enforcement

Current trends and practices in employment laws, including EEO, CRA, ADA, FMLA, FLSA

Commissioned and Civilian labor agreements

Modern office procedures and methods

Local law enforcement and criminal justice systems; and Federal, state, and local laws and regulations on law enforcement

**Ability to:**

Plan, organize, direct, manage, supervise, and evaluate the work of subordinates

Evaluate work priorities and processes to determine their effectiveness and efficiency

Prepare and review reports, manuals, and guides

Interpret, explain, apply, and enforce a variety of laws, regulations, policies, and procedures

Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies

Skillfully and safely use firearms

Communicate effectively, both orally and in writing

Effectively represent the Sheriff's Office in contacts with the public and other law enforcement agencies, including making effective public presentations

Maintain effective working relationships with division staff and representatives of other departments

Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations

Plan, coordinate, and direct a Division of the Sheriff's Office to accomplish established goals and objectives and optimize efficiency

Implement work methods and procedures that promote a safe, harassment and hostile free working environment for and ensure proper staff training in work safety

Assist with planning, organizing, and coordinating the functions and activities of the Sheriff's Office

Lead by example and motivate others

Build cooperative relations with other government entities and law enforcement agencies

Exercise tact, compassion, and self-restraint, as well as establish rapport, in dealing with a variety of people in stressful and non-stressful situations

Use appropriate leadership styles to build teams and guide others to accomplish tasks

Maintain confidentiality and ensure the same from subordinates

Interpret legal documents

Research and analyze a variety of information to recommend programmatic changes; prepare clear and concise reports

Interpret and explain department policies and procedures

Participate in the development and administration of department budget

Exemplify the leadership competencies identified for Executive Staff

Maintain physical and mental conditions necessary for the performance of assigned duties

### **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to sit, stand, walk, run, kneel, push, pull, bend, crouch, stoop, squat, crawl, twist, climb, drive, lift, use tools requiring dexterity, distinguish between colors

Ability to tolerate exposure to cold, heat, noise, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, dust, dirt, grease, infectious disease and other environmental conditions in the performance of duties assigned

Must be willing to use protective devices (e.g., bullet-resistant vests, masks, goggles, gloves, etc.) in the course of performing duties and responsibilities

NOTE: Failure to conform to the following standards will result in termination:

- 1) Must successfully complete on-the-job training
- 2) Must maintain POST-mandated continuing education

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

**Washoe County**  
**Job Classification Salaries**  
**Effective July 1, 2017**

Job Cls #	Title	PS Area	PS Group	Level	Min hourly	Max hourly	Min Annual	Max Annual
60015835	TECHNOLOGY SYSTEMS DEVELOPER II	Y	NO	--	\$ 31.70	\$ 41.22	\$ 65,936.00	\$ 85,737.60
60015726	TECHNOLOGY SYSTEMS TECHNICIAN I	W	HH	--	\$ 21.11	\$ 27.45	\$ 43,908.80	\$ 57,096.00
60015830	TECHNOLOGY SYSTEMS TECHNICIAN II	W	II	--	\$ 22.36	\$ 29.04	\$ 46,508.80	\$ 60,403.20
60002314	TELEPHONE TECHNICIAN	W	KK	--	\$ 25.25	\$ 32.86	\$ 52,520.00	\$ 68,348.80
60018351	TRADES SUPERVISOR	Y	LL	--	\$ 27.02	\$ 35.11	\$ 56,201.60	\$ 73,028.80
60018051	TRAINING & DEVELOPMENT SPECIALIST	C	KK	--	\$ 25.25	\$ 32.86	\$ 52,520.00	\$ 68,348.80
60017025	UNDERSHERIFF	CD	440	01	\$ 78.46	\$ 78.46	\$ 163,196.80	\$ 163,196.80
60017025	UNDERSHERIFF	CD	440	02	\$ 82.38	\$ 82.38	\$ 171,350.40	\$ 171,350.40
60001134	UNIT MANAGER	K	461	--	\$ 36.64	\$ 49.85	\$ 76,211.20	\$ 103,688.00
60003045	UTILITY & CIVIL PROJECT INSPECTOR	W	LL	--	\$ 27.02	\$ 35.11	\$ 56,201.60	\$ 73,028.80
60003013	UTILITY WORKER I	W	GG	--	\$ 20.03	\$ 26.01	\$ 41,662.40	\$ 54,100.80
60003014	UTILITY WORKER II	W	II	--	\$ 22.36	\$ 29.04	\$ 46,508.80	\$ 60,403.20
60016375	VECTOR BORNE DISEASE SPECIALIST	Y	NN	--	\$ 29.94	\$ 38.94	\$ 62,275.20	\$ 80,995.20
60000616	VECTOR CONTROL COORDINATOR	Y	QQ	--	\$ 35.88	\$ 46.62	\$ 74,630.40	\$ 96,969.60
60015052	VETERINARY TECHNICIAN	W	JJ	--	\$ 23.73	\$ 30.83	\$ 49,358.40	\$ 64,126.40
60013734	VICTIM SERVICES COORDINATOR	P	II	--	\$ 22.36	\$ 29.04	\$ 46,508.80	\$ 60,403.20
60001025	VICTIM WITNESS ADVOCATE	W	II	--	\$ 22.36	\$ 29.04	\$ 46,508.80	\$ 60,403.20
60015154	VICTIM WITNESS ADVOCATE - SHERIFF'S OFFC	W	JJ	--	\$ 23.73	\$ 30.83	\$ 49,358.40	\$ 64,126.40
60016876	VOLUNTEER COORDINATOR	W	II	--	\$ 22.36	\$ 29.04	\$ 46,508.80	\$ 60,403.20
60018152	WASTEWATER TREATMENT PLANT MANAGER	Y	PP	--	\$ 33.67	\$ 43.75	\$ 70,033.60	\$ 91,000.00
60000723	WATER MANAGEMENT PLANNER	Y	NN	--	\$ 29.94	\$ 38.94	\$ 62,275.20	\$ 80,995.20
60003035	WATER MANAGEMENT PLANNER COORDINATOR	Y	PP	--	\$ 33.67	\$ 43.75	\$ 70,033.60	\$ 91,000.00
60003053	WATER RESOURCES PROGRAM MANAGER	Y	QR	--	\$ 38.35	\$ 49.85	\$ 79,768.00	\$ 103,688.00
60017159	WATER, SEWER & CIVIL PROJ INSPECTOR SUPV	Y	NN	--	\$ 29.94	\$ 38.94	\$ 62,275.20	\$ 80,995.20
60013715	WORK PROGRAM FIELD SUPERVISOR	P	II	--	\$ 22.36	\$ 29.04	\$ 46,508.80	\$ 60,403.20
60015426	WORKFORCE DEVELOPMENT MANAGER	C	RR	--	\$ 38.35	\$ 49.85	\$ 79,768.00	\$ 103,688.00
60013740	YOUTH DEVELOPMENT COORDINATOR	P	LL	--	\$ 27.02	\$ 35.11	\$ 56,201.60	\$ 73,028.80



## Undersheriff

Bargaining Unit: Douglas County Sheriff's  
Protective Association

Class Code:  
3410

DOUGLAS COUNTY (NV)  
Established Date: Jul 1, 2015  
Revision Date: Jul 10, 2015

### **SALARY RANGE**

\$49.48 - \$74.23 Hourly  
\$102,918.40 - \$154,398.40 Annually

#### **FLSA:**

Exempt

#### **SUMMARY:**

Responsible for assisting the Sheriff with the direction and coordination of the Sheriff's Office activities and staff; manages and coordinates the activities of all Sheriff's Office operations in every organizational division/unit.

#### **ESSENTIAL FUNCTIONS:**

- Supervises command staff to include interview and selection of staff, implementing collective bargaining agreements, training, work review and oversight, participation in disciplinary actions and the establishment of performance standards in accordance with Sheriff's Office goals and objectives.
- Participates in the development and implementation of goals, objectives, policies, procedures and work standards for the Sheriff's Office.
- Contributes to the overall quality of the division's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Develops comprehensive programs based upon community and/or department needs; assesses such needs through assessment techniques.
- Coordinates the work of the department with that of other County departments, law enforcement agencies, and businesses.
- Responds to and resolves sensitive citizen inquiries and complaints.
- Supervises and participates in critical incidents, tactical situations and criminal investigations.
- Represents the department and the County at meetings with internal and external agencies, committees and governing boards.
- Presents preventive education and information through community and school awareness projects; teaches and counsels residents on law enforcement activities, programs and referral resources; represents the Sheriff's Office at court hearings; prepares reports and materials requested and subpoenaed by the courts; and testifies in court cases.
- Performs complex and varied strategic planning for budget expenditures, staff development/allocation, fiscal outcomes, risk management, policy development, and technology needs, assessment and improvement of functionality.
- Directs the conduct of and conducts analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

**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 Experience:**

High School diploma/GED; AND seven (7) years of law enforcement experience, two (2) years of which were at the rank of Captain; OR an equivalent combination of education, training and experience.

**Required Knowledge and Skills**

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the supervision of employees.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of budget development and administration.
- Principles and practices of law enforcement.
- Methods and techniques of investigation and interrogation.
- Safety practices, safe work methods and safety regulations pertaining to the work.
- Computer applications related to the work.
- Applicable laws, codes and regulations.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Creating, planning, implementing and managing a wide-range of programs.
- Developing and implementing goals, objectives, policies, and procedures.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining state and local laws, regulations and policies.
- Directing the maintenance of accurate records of work performed and actions taken.
- Preparing clear and concise reports, correspondence and other written materials.
- Safe use of firearms, impact weapons and chemical agents.
- Crime scene preservation and collection of evidence.
- Operate vehicle safely and effectively in normal and emergency situations.
- Determining and executing proper course of action under emergency conditions.
- Using initiative and independent judgment within established policy guidelines.
- Communicating effectively in oral and written forms.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Nevada Class C Driver's License.
- Nevada POST Management Certification.

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; occasionally lift and carry up to 50 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another; dexterity to write and to shoot a gun; to be heard in noisy group situation.

**CONDITIONS OF EMPLOYMENT:**

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Employment is contingent upon successful completion of background/screening.*
3. *Douglas County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

**SUPPLEMENTAL INFORMATION:**

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_

## DOUGLAS COUNTY PAY PLAN

Effective 12/11/2017

PAY GRADE	TITLE	JOB CODE	HOURLY MIN	HOURLY MID	HOURLY MAX	ANNUAL MIN	ANNUAL MID	ANNUAL MAX
T3	Road Maintenance Coordinator	1400	\$22.80	\$28.50	\$34.20	\$47,424.00	\$59,280.00	\$71,136.00
T1	Road Maintenance Operator	3170	\$18.44	\$23.06	\$27.67	\$38,355.20	\$47,964.80	\$57,553.60
T2	Road Maintenance Operator Senior	3180	\$20.74	\$25.93	\$31.11	\$43,139.20	\$53,934.40	\$64,708.80
T2	Road Sign Maintenance Specialist	3240	\$20.74	\$25.93	\$31.11	\$43,139.20	\$53,934.40	\$64,708.80
T2	SCADA Operator / Instrumentation Technician	2250	\$20.74	\$25.93	\$31.11	\$43,139.20	\$53,934.40	\$64,708.80
A4	Secretary	3190	\$18.17	\$22.71	\$27.24	\$37,793.60	\$47,236.80	\$56,659.20
A3	Security Officer	3210	\$16.58	\$20.72	\$24.87	\$34,486.40	\$43,097.60	\$51,729.60
PS5.5	Sergeant	3220	\$30.35	\$36.27	\$45.56	\$63,128.00	\$75,441.60	\$94,764.80
S2	Service Desk Supervisor	1626	\$25.56	\$31.96	\$38.34	\$53,164.80	\$66,476.80	\$79,747.20
A3	Sheriffs Records & Licensing Technician	3230	\$16.58	\$20.72	\$24.87	\$34,486.40	\$43,097.60	\$51,729.60
M1	Sheriffs Records Manager	1950	\$32.28	\$40.36	\$48.43	\$67,142.40	\$83,948.80	\$100,734.40
P3	Staff Attorney	1100	\$30.05	\$37.56	\$45.07	\$62,504.00	\$78,124.80	\$93,745.60
P3	Stormwater Program Manager	1940	\$30.05	\$37.56	\$45.07	\$62,504.00	\$78,124.80	\$93,745.60
P1.5	Substance Abuse Counselor	1490	\$23.29	\$28.73	\$34.18	\$48,443.20	\$59,758.40	\$71,094.40
P3	Substance Abuse Counselor Supervisor	3250	\$30.05	\$37.56	\$45.07	\$62,504.00	\$78,124.80	\$93,745.60
M2	Superintendent Maintenance & Operations	3475	\$35.66	\$44.56	\$53.48	\$74,172.80	\$92,684.80	\$111,238.40
M2	Superintendent Town Public Works	3260	\$35.66	\$44.56	\$53.48	\$74,172.80	\$92,684.80	\$111,238.40
M2	Superintendent Utility Systems	3300	\$35.66	\$44.56	\$53.48	\$74,172.80	\$92,684.80	\$111,238.40
P2	Systems Administrator	1080	\$25.51	\$31.89	\$38.27	\$53,060.80	\$66,331.20	\$79,602.43
P3	Systems Engineer Senior	2775	\$30.05	\$37.56	\$45.07	\$62,504.00	\$78,124.80	\$93,745.60
S2	Tahoe Chief Deputy Clerk/Treasurer	3330	\$25.56	\$31.96	\$38.34	\$53,164.80	\$66,476.80	\$79,747.20
T2	Telecommunications and RF Technician	3380	\$20.74	\$25.93	\$31.11	\$43,139.20	\$53,934.40	\$64,708.80
A2	Town Maintenance Assistant	2610	\$13.34	\$16.68	\$20.01	\$27,747.20	\$34,694.40	\$41,620.80
A3	Town Maintenance Specialist	2680	\$16.58	\$20.72	\$24.87	\$34,486.40	\$43,097.60	\$51,729.60
A4	Town Maintenance Specialist Senior	2720	\$18.17	\$22.71	\$27.24	\$37,793.60	\$47,236.80	\$56,659.20
S2	Town Maintenance Supervisor	3490	\$25.56	\$31.96	\$38.34	\$53,164.80	\$66,476.80	\$79,747.20
D1	Town Manager - Gardnerville	2120	\$39.15	\$48.94	\$58.73	\$81,432.00	\$101,795.20	\$122,158.40
D1	Town Manager - Minden	2120	\$39.15	\$48.94	\$58.73	\$81,432.00	\$101,795.20	\$122,158.40
M1	Town Manager-Genoa	2130	\$32.28	\$40.36	\$48.43	\$67,142.40	\$83,948.80	\$100,734.40
A3	Town Sanitation Specialist	1650	\$16.58	\$20.72	\$24.87	\$34,486.40	\$43,097.60	\$51,729.60
A4	Town Sanitation Specialist Senior	2710	\$18.17	\$22.71	\$27.24	\$37,793.60	\$47,236.80	\$56,659.20
M1	Training and Development Manager	2870	\$32.28	\$40.36	\$48.43	\$67,142.40	\$83,948.80	\$100,734.40
M2	Transportation Engineering Manager	3665	\$35.66	\$44.56	\$53.48	\$74,172.80	\$92,684.80	\$111,238.40
A4	Transportation Officer	3400	\$18.17	\$22.71	\$27.24	\$37,793.60	\$47,236.80	\$56,659.20
S1	Transportation Supervisor	3390	\$23.29	\$28.73	\$34.18	\$48,443.20	\$59,758.40	\$71,094.40
PS7	Undersheriff	3410	\$49.48	\$61.85	\$74.23	\$102,918.40	\$128,648.00	\$154,398.40
T1	Utility Systems Technician I	3430	\$18.44	\$23.06	\$27.67	\$38,355.20	\$47,964.80	\$57,553.60