ASHEVILLE, NORTH CAROLINA

Classification Specification

Police Sergeant (Recruitment)
Job Code: 6087
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to coordinate and participate in department recruitment and hiring processes and to supervise Police Trainees.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Coordinates and participates in recruitment and hiring processes: conducts, participates in, and/or schedules testing, interviews, polygraphs, panel interviews, medical screening, psychological evaluations, etc.; coordinates and reviews test and interview questions; notifies applicants of results; processes fingerprints and background checks; coordinates with Information Technology to set up accounts and payroll; processes requests for uniforms and equipment for new hires; registers Police Trainees for training; and prepares, gathers, maintains, and submits all required documentation to the appropriate City staff and/or state agency.

Supervises Police Trainees: conducts training on a variety of topics, such as physical fitness, force on force, de-escalation, cadet and field training manual, policies, and producers, etc.; directs daily activities; and provides guidance, advice, and information regarding department operations, policies, and procedures.

Performs customer service duties: responds to phone calls and emails; provides information and answers questions regarding employment, such as pay, benefits, incentives, job functions, application process, testing benchmarks, qualifications, etc.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to law enforcement, recruiting, hiring, and public safety training; reads professional literature; maintains professional affiliations; and attends meetings, workshops, conferences, and training sessions as required.

Operates a variety of equipment to complete essential functions, including a vehicle, firearms, law enforcement duty gear, training gear, or other equipment, as needed.

Communicates with supervisor, subordinates, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, timesheets, medical screening, background checks, applications, psychological evaluation, personal records and documents, interview and test results, training records, rejection letters, memos, training schedules, training materials, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Criminal Justice or a related field required; supplemented by three years of experience in law enforcement, law enforcement training, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain the following additional certifications or licensures: Basic Law Enforcement, Instructor, and Cardiopulmonary Resuscitation (CPR).

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation

to identify and select alternatives.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Most essential functions are regularly performed without exposure to adverse environmental conditions. Performance of training functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, explosives, firearms, violence, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.