



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Task Force Sergeant

FLSA: NE

SERVICE: Classified

REVISED: 7/1/09

Summary: Under limited supervision, supervises and oversees officers in their duties and enforces laws; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Supervises members of the Major Crimes Apprehension Team (North Unit), secretary, and NCSO K-9 deputies to ensure investigative duties are being performed properly and safely.
- Schedules work assignments.
- Submits DPS/NCSO time sheets for employees after approving work time, overtime, and time off.
- Reviews and provides guidance to task force members regarding undercover operations to include reports, investigations, case follow-up, and prosecutions.
- Assists NCSO and other participatory agencies in investigating major crimes, ie homicide, rape.
- Meets with county attorneys and defense attorneys for case interviews and information.
- Conducts employee background checks and some internal affairs investigations as needed.
- Trains members of the Major Crimes Apprehension Team unit.
- Assists in presenting drug awareness programs to schools and other community based organizations.
- Makes arrests, writes and executes search warrants, and backs up other agencies as needed.
- Contacts and coordinates with other law enforcement and service agencies such as DEA, FBI, ATF, CPS, adult and juvenile jails, Public Defender's Office, justice courts, Probation Department, US Forest Service, DPS Crime Lab, Public Fiduciary, road yard, and emergency services;
- Provides information at public meetings and works with volunteer fire departments, emergency medical service personnel, block watch programs and volunteers.

Knowledge and skills:

- Knowledge of crime prevention methods and law enforcement technology, practices, and equipment.
- Knowledge of federal/state/county laws, statutes, and court interpretations / case law in the field of narcotics and search and seizure.
- Knowledge of county geography and how to travel to various locations quickly when necessary.
- Knowledge of interrogation techniques and how to interview various personalities.
- Knowledge of adult education and training techniques.
- Knowledge of NCSO and DPS policy and procedures.
- Skill in grant writing, grants management, and grant reporting.
- Skill in communicating clearly and concisely both orally and in writing.
- Skill in operating electronic surveillance technology.
- Skill in assigning and leading the work of others.
- Skill in using a computer for word processing and spreadsheets to create reports and statistical composites.
- Skill in utilizing community agencies and services for coordination of crime investigation activities.
- Skill in using of firearms, law enforcement vehicles for evasive driving, and communications equipment.
- Skill in reviewing and providing guidance to officers regarding reports and necessary documentation.

Minimum Qualifications:

Minimum of five years as a certified peace officer; AND two years as a detective; AND must meet all Arizona POST requirements; AND a valid driver's license; AND a general instructor certificate; OR equivalent combination of education, training and experience.