



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**JOB SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>DPS SERGEANT</b>	<b>43</b>	<b>D</b>	<b>13.205</b>

---

**JOB SUMMARY**

---

DPS Sergeants in the Department of Public Safety (DPS) supervise DPS officers and/or civilian employees engaged in the performance or support of Capitol Police, Highway Patrol, Complex and Special Investigations, Parole and Probation, or other related police operations.

---

**JOB DUTIES**

---

1. Duties required at the DPS Officer level, AND:
2. Review and prepare a variety of records, reports, and statistics.
3. Plan, organize, and monitor field operations and assign work schedules.
4. Review and approve or reject officers' written reports.
5. Assist management in developing and interpreting regulations, policies, procedures, and internal controls.
6. Ensure officers receive proper training, identify training needs, and develop and present training classes.
7. Supervise complex operations and investigative activities.
8. Establish protocols, training, and guidelines for complex investigations and for inter-agency involvement.
9. Audit case files to ensure accuracy and quality of investigations.
10. Collect traffic data to identify problem areas and devise corrective plans.
11. Utilize traffic data to audit commercial carrier records and reports to ensure compliance.
12. Conduct initial reviews of reports and case logs and monitor casework activities.
13. Endorse fair and equitable treatment to defendants, offenders under supervision, and victims of crime.
14. Implement training in the areas of enforcement techniques, report writing, records management, classification, case management, and related functions.
15. Provide guidance on referral services, educational programs, and job services so parole and probation agreements and the needs of the offender are met.
16. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
17. Perform related duties as assigned.

---

**ESSENTIAL QUALIFICATIONS**

---

**EXPERIENCE AND EDUCATION**

Three or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and Certification as a Category I Peace Officer from a Nevada Commission on Peace Officer Standards and Training (P.O.S.T.) approved law enforcement academy.

**KNOWLEDGE, SKILLS, AND ABILITIES**

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge, skills, and abilities required at the DPS Officer level, AND:

Knowledge of:

- Constitutional laws related to search and seizure, arrest, and legal rights of citizens; investigative techniques and rules of evidence; judicial records system.
- Principles and practices of supervision and training; statistical recordkeeping and reporting methods; warrant application process, computer software and applications commonly used in the agency.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Read, understand, interpret, develop, implement, and explain federal and State laws, regulations, and agency policies and procedures; give direction, provide instruction, and take command in emergency situations.
- Review reports and forms to detect discrepancies and ensure compliance; compile and evaluate statistical data; plan, organize, schedule, and coordinate work unit activities; monitor casework and audit case files; implement training programs.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

---

**SPECIAL REQUIREMENTS**

---

1. A valid Nevada driver’s license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

---

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

---

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:  
(Check all that apply)*

- |  |  |  |   |  |
|--|--|--|---|--|
| <input checked="" type="checkbox"/> standing | <input checked="" type="checkbox"/> running          | <input checked="" type="checkbox"/> lifting, 50 lbs  | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning  |
| <input checked="" type="checkbox"/> walking  | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 50 lbs | <input type="checkbox"/> tasting              | <input checked="" type="checkbox"/> throwing |

- balancing       sitting                       pushing, 50 lbs       kneeling       hearing
- climbing       reaching                       pulling, 50 lbs       stretching       smelling

*Indicate any other requirements which are essential to the successful performance of this job:  
(Check all that apply)*

- Ability to communicate on the telephone (hearing)
- Ability to speak
- Ability to write legibly in English
- Ability to read instructions and numbers in English
- Ability to complete tasks with numerous interruptions
- Ability to understand technical manuals
- Ability to work amicably with co-workers
- Ability to learn tasks in a reasonable amount of time
- Ability to follow supervisor's instructions
- Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

*Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.*

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.