

University of Houston – Clear Lake

Position Description

Job Title: **Sergeant**

Job Code: **9438**

Pay Grade: **200**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED equivalent or 12 semester hours of college credit.	Associates degree with the major in Criminal Justice or Mgmt or 40 training pts approved by TCLEOSE.
Experience	Three yrs as full-time paid commissioned Police.	Two years supervisory experience.
License/Certification	Texas Drivers License Permanent Texas Peace Officer License issued by TCLEOSE.	Intermediate Certification issued by TCLEOSE.

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

General police work, responsible for the protection of libe, liberty and property, the enforcement of all laws of the State of Texas and the rules and regulations of the University; performing supervisory and administrative work of average difficulty nthe operation of the Police Department. Assigns specific assignments and tasks to subordinates and is responsible for ensuring the assignments are carried out in accordance with established rules and procedures. The employee normally acts without direct supervision.

Duties and responsibilities	% Time
Leads, directs and controls one patrol shift within the patrol division through supervising and participating in the activities of Police personnel.	40
Develops shift schedules and make patrol shift assignments and monitors activities of Police Officers.	20
Reports on officer attendance. Prepares and submits various reports to the patrol Lieutenant and Chief of Police. Identifies operational problems and recommends solutions.	15
Keeps Lieutenant and Chief of Police informed on state of morale of shift personnel. Performs other supervisory duties as required by the Lieutenant and Chief of Police. Performs all other law enforcement activities as performed by Police Officers.	15
Engages in police patrol and investigation of crime. Administers department standards of operation and counsels and evaluates subordinates.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.