



CLASS SPECIFICATION

Class Code: 60002248
Date Established: 07/1973
Last Reviewed: 12/2025
Last Revised: 12/2025
Last Title Change:
FLSA: non-exempt
Probation: 12 months

ASSISTANT SHERIFF

DEFINITION

Under general direction, plans, organizes, coordinates, directs, and supervises a major Bureau of the Sheriff's Office; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

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 Sergeant or above AND a bachelor's degree from an accredited college or university in police science or a related field; OR 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 Sergeant or above AND an associate's degree from an accredited college or university in police science or a related field; 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 education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

A Nevada Management POST Certificate is required within one year of appointment.

Required to maintain Basic POST Certificate as Category I Police Officer per NRS/NAC289 for continued employment in this classification.

Required to complete POST continuing education requirements in accordance with NRS/NAC 289 for continued employment in this classification.

SUPERVISION EXERCISED

Exercises direct supervision.

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 an assigned Bureau in the Sheriff's Office, including oversight and participation in criminal investigation 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 Bureau performance, reviewing work methods and procedures, and developing and implementing changes in work processes and/or equipment used to improve efficiency.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing

performance evaluations; conducting internal investigations as necessary; and implementing discipline and conflict resolution procedures when necessary.

Oversee the development and preparation of reports and records.

Plan the Bureau budget and assist the Sheriff in developing the overall Office 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.

Assist the Sheriff with recruitment, selection, and training of new employees.

Coordinate duties of an assigned Bureau with other Bureaus, County departments, and other government agencies.

Design, plan, and implement training programs for assigned personnel.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance (*These may be acquired on the job and are needed to perform the work assigned.*)

Knowledge of:

Washoe County Sheriff's Office/bureau policies and procedures.

Countywide personnel policies such as sexual harassment, discrimination, ADA, and EEO.

Computer software specific to the department/division.

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

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.

Ability to:

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

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

Implement work methods and procedures that promote a safe 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.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

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

Criminal and civil laws, practices, procedures and methods involved in law enforcement profession such as laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors, rules of evidence, search and seizure, investigative methods and techniques, and recent court decisions.

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

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

Principles and practices of effective supervision and management including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

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.

Establish, maintain, and foster effective and cooperative working relationships with all those contacted through the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand and walk. Physical ability to restrain prisoners. Ability to lift and move objects weighing up to 50 lbs. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX machine.

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