



City of Pueblo • Human Resources • PO Box 1427 • Pueblo CO 81002
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KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST

CLASS TITLE: POLICE SERGEANT

Form Instructions:

1. List the Knowledge, Skills and Abilities (KSAs) from the most recent version of the Job Description.
2. The KSAs are important to successful job performance. These must be evaluated in terms of overall degree of importance and percent of time such KSAs are used in accomplishing essential job functions.
3. Use the following criteria to represent the Degree of Importance:
 - a. MINOR - The skill area is used 5% or less of the time.
 - b. MODERATE – The skill area is used between 6-14% of the time.
 - c. MAJOR – The skill area is used 15% or more of the time.
 - d. ALWAYS – The skill area is used to successfully perform all or nearly all aspects of the position.
4. KSAs containing asterisks (***) may be subject to testing through the Civil Service Commission.

Knowledge, Skills and Abilities (KSA) Essential to perform this job	Degree of Importance
Knowledge, skill, and ability to successfully perform the essential duties of the Police Corporal and Police Patrol Officer classifications.	Major
Thorough knowledge of criminal laws, the City's Code of Ordinances, departmental rules and regulations.	Major
Knowledge of community policing, problem-oriented policing, and crime prevention.	Major
Knowledge of the principles and practices of employee supervision and training and ability to effectively plan, organize, train, and supervise the work of others	Major
Ability to exercise sound judgment in selecting and interpreting information, handling deviations from standard methods, and in resolving problems.	Always
Knowledge of the geography of the City including boundaries, streets, buildings, landmarks, neighborhoods, roads, etc.	Major
Skill in the proper use of standard law enforcement equipment and tools.	Major
Ability to use standard office equipment, computers, and software including word processing, data base management, spreadsheet applications, and electronic mail.	Moderate
Ability to listen well and communicate clearly and effectively orally and in writing with various audiences.	Major
Keen observational ability.	Major
Aptitude for investigative work and ability to apply logical thinking in analyzing evidence and facts, drawing sound conclusions based on such analysis, and determining a proper course of action.	Major

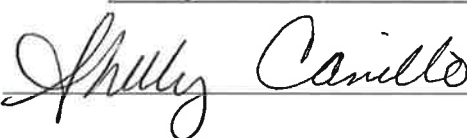
Ability to utilize appropriate means and levels of force to apprehend and control suspects.	Major
Ability to react quickly and calmly in stressful situations.	Major
A high degree of integrity.	Always
Ability to research, develop and lead presentations and discussions with diverse audiences.	Moderate
Ability to perform all the job duties in a safe manner.	Always
Ability to deal successfully with and provide good customer service to the general public, supervisors, other city employees, and outside organizations and agencies.	Always

In my judgment, the knowledge, skills, and abilities shown on this checklist reasonably match the knowledge, skills, and abilities of this position.

Director Name: Luis Velez Title: Police Chief

Signature:  Date: 7/18/17

HR Representative: Shelly Carrillo Title: HR Analyst

Signature:  Date: 7/18/17