



MERIT SYSTEM FOR THE EMPLOYEES OF THE KNOX COUNTY SHERIFF'S OFFICE

PUBLIC NOTICE

**The KCSO Employees' Merit System Board of Directors will meet
Tuesday, July 21, 2026 at 12:30 p.m. in the Main Assembly Room,
City/County Building, 400 W. Main Street.**

NOTE: Those wishing to sign up to speak on any agenda item can do so via the Merit System website at www.knoxcounty.org/meritsystem, emailing merit.systems@knoxcounty.org or calling the office at 865-215-4446. The deadline to sign up to speak is Thursday, July 16, 2026 at 4:00 p.m.

AGENDA

I. CALL TO ORDER:

II. NEW BUSINESS:

- A. Set the meeting agenda
- B. Merit Board Overview
- C. Approval of minutes of last meeting
- D. Request for approval of KCSO Job Descriptions

III. ADJOURN:

POC: Paula Taylor at (865) 215-4446 or paula.taylor@knoxcounty.org

300 West Main Street, Suite 103 • Knoxville, TN 37902 • Fax: 865-215-4448 • Phone: 865-215-4446

RLA-18641

A.

Merit System Board of Directors

Meeting Date: 07/21/2026

Requested By: Drucilla Stills, COUNTY COMMISSION

Department: COUNTY COMMISSION

Requires Expenditure of Funds: Funded in Current Budget:

Appropriation Required:

CAPTION

Set the meeting agenda

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RLA-18642

B.

Merit System Board of Directors

Meeting Date: 07/21/2026

Requested By: Drucilla Stills, COUNTY COMMISSION

Department: COUNTY COMMISSION

Requires Expenditure of Funds: Funded in Current Budget:

Appropriation Required:

CAPTION

Merit Board Overview

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RLA-18643

C.

Merit System Board of Directors

Meeting Date: 07/21/2026

Requested By: Drucilla Stills, COUNTY COMMISSION

Department: COUNTY COMMISSION

Requires Expenditure of Funds: Funded in Current Budget:

Appropriation Required:

CAPTION

Approval of minutes of last meeting

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RLA-18644

D.

Merit System Board of Directors

Meeting Date: 07/21/2026

Requested By: Drucilla Stills, COUNTY COMMISSION

Department: COUNTY COMMISSION

Requires Expenditure of Funds: Funded in Current Budget:

Appropriation Required:

CAPTION

Request for approval of KCSO Job Descriptions

Attachments

Civil Warrants Coordinator Supervisor 12

Law Enforcement Fire Investigator Detective 12

Re-Entry Program Coordinator 9

Substance Abuse Coordinator 9

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Knox County Sheriff's Office
Position Description

Civil Warrants Coordinator Supervisor

Date of last revision: July 2026

Job Code:

Job Grade: 12

FLSA Status: Non-exempt

Division:

Reports to: Appropriate Member in Chain of Command

☒ **Civilian position**

☐ **Corrections position**

☐ **Law enforcement position**

Position Summary

The Warrants Coordinator Supervisor has primary responsibilities to coordinate and supervise clerical functions for the Civil Warrants Division. Ensures proper preparation of correspondence, statistical data, reports and other technical data.

Required Duties

The following are required duties of this position:

1. Ensures accurate civil warrants and file management in QuickBooks.
2. Assigns all civil warrants processed by all local courts as well as all other jurisdictions requesting service of process from the civil warrants office.
3. Coordinates daily office activity and work assignments to each of 5 clerks and 1 subpoena officers.
4. Prepares and maintains payroll and status reports on attendance, sick leave, annual leave and work schedules for all employees.
5. Inventories and maintain ample office supplies and materials.
6. Interact and communicate with the State of Tennessee Child Support office to ensure reports are accurate and timely per the State contract.
7. Ensure the bank deposit is completed accurately daily.
8. Prepare monthly reports for clerks and officers for service of process accomplishments.
9. Prepare a monthly report for the Sheriff showing writs of possession accomplishments.
10. Receive large payments sent for outstanding balance from Davidson County.
11. Keep accurate records for finance and auditors.
12. Be proficient in all jobs in Civil Warrants to fill in where needed including the subpoenas and child support system.
13. Understand QuickBooks system and be able to prepare reports and communicate with the QuickBooks personnel with any issues.
14. Do yearly evaluations for the clerks.
15. Do bank reconciliation monthly and prepare the check to the Sheriff's Office Finance.
16. Send any refunds due to any customers through QuickBooks.

17. Prepare Fiscal and Calendar year end reports giving totals of service of process and money received and reports needed for yearly budget sent to Finance.
18. Communicate effectively with all local and foreign court clerks regarding service of process.
19. Answer phones and communicate effectively with attorneys and clerks regarding service of process questions or complaints

Education and Training Required

The following are the educational and/or training requirements for this position:

1. Must be able to read and comprehend English language directives, training materials, and other documentation.
2. High School Diploma or equivalent.
3. Business training is preferred.
4. Must be proficient in QuickBooks and QuickBooks Advanced.

Experience Required

The following experience is required for this position:

1. Minimum of 3 years' experience working in the Civil Warrants Unit at the Knox County Sheriff's Office.

Knowledge, Skills and Abilities

The following non-physical knowledge, skills and abilities are required for this position:

1. Knowledge of Sheriff's Office operating policies and procedures.
2. Ability to oversee staff and make certain decisions for the operations of the Civil Warrants Unit

Physical Abilities

The following physical ability(s) is/are required for this position:

1. Must be physically able to operate a variety of office equipment.
2. Must maintain the ability to work any hours, any shift and any days off during your career.

Position-Specific Responsibilities

The following responsibilities are required for this position:

1. Executes other responsibilities as assigned by the Sheriff, Chief Deputy, Chief of Administration, or supervisor.

Tools, Machinery and Equipment

Ability to operate or use the following machinery and/or equipment is required for this position:

1. Computer equipment
2. Multi-line telephone
3. Fax machine
4. Photocopier

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Knox County Sheriff's Office
Position Description

LAW ENFORCEMENT FIRE INVESTIGATION DETECTIVE

Date of last revision: July 2026

Job Code:

Job Grade: 12

FLSA Status: Non Exempt

Division:

Reports to: Appropriate Member in Chain of Command

Civilian position

Corrections position

Law enforcement position X

Position Summary

The Fire Investigation Detective has the primary responsibility to assist in the direction of the unit activities such as shift duty assignments, investigation of criminal offenses, events and departmental reports.

Required Duties

The following are required duties of this position:

1. Supervises, coordinates, and directs activities of Fire Investigations.
2. Ensures compliance with rules, regulations, and orders.
3. Assists in preparing reports on the unit's activity.
4. Coordinates activities for Fire Investigations.
5. Coordinates with the District Attorney's Office.
6. Other duties as assigned.

Education and Training Required

The following are the educational and/or training requirements for this position:

1. Must be able to read and comprehend English language directives, training materials, and other documentation.
2. High school diploma or equivalent required.

Experience Required

The following experience is required for this position:

1. Minimum of 2 years experience as a Patrol Officer.
2. Achieved Law Enforcement Detective eligibility by meeting all merit council requirements.

Knowledge, Skills and Abilities

The following non-physical knowledge, skills and abilities are required for this position:

1. Thorough knowledge of Sheriff's Office operating policies and procedures,
2. Skills in supervision of others.
3. Thorough knowledge of pertinent federal and state laws.
4. Working knowledge of geography of the city and areas requiring special police attention.

Physical Abilities

The following physical ability(s) is/are required for this position:

1. Must be physically able to operate a variety of office equipment
2. Must be physically able to operate a variety of law enforcement equipment, including firearms.
3. Must maintain the ability to work any hours, any shift and any days *off* during your career.

Position-Specific Responsibilities

The following responsibilities are required for this position:

1. Executes other responsibilities as assigned by the Sheriff, Chief Deputy, or supervisor.
2. Has the knowledge to work Fire investigation cases
3. Must complete required certifications listed below:

National Association of Fire Investigations (NAFI) within 2 Years

Hazmat Operations by TEMA within 2 Years

Tools, Machinery and Equipment

Ability to operate or use the following machinery and/or equipment is required for this position:

1. Computer equipment
2. Multi-line telephone
3. Fax machine
4. Photocopier
5. Department-issued firearms
6. Restraining devices
7. Police radio

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Knox County Sheriff's Office
Position Description

Re-Entry Program Coordinator

Date of last revision: July 2026

Job Code:

Job Grade: 9

FLSA Status: Non-Exempt

Division:

Reports to: Appropriate Member in Chain of Command

X Civilian position

Corrections position

Law enforcement position

Position Summary

The Re-Entry Program Coordinator has the primary responsibility to serve as an addition to substance treatment providing life skills classes as well as one on one help with individual release planning based on needs. The coordinator will work with halfway houses, mental health, and the judicial court system to set the individual up for success when returning to the community.

Required Duties

The following are required duties of this position:

1. Develop classes for life skills enrichment and teach classes at least two to four hours per week.
2. Perform biopsychosocial assessments of inmates prior to release.
3. Make referrals to KCSO mental health staff, when needed or to outside Mental Health facilities.
4. Make referrals to the KCSO programs division to assist offenders while incarcerated.
5. Make referrals to outside treatment facilities based on inmate's assessment and needs.
6. Provide the court system with documentation as needed for halfway house placement or appointments for services.
7. Arrange for bed placement into treatment facilities and/or sober living housing, access of grant funds when warranted.
8. Maintain documentation for individual meetings, case plans, treatment plans, classes attended and documentation into appropriate computer programs for recidivism rates.
9. Maintain all documentation needed to maintain grant requirements and grant reporting.

Education and Training Required

The following are the educational and/or training requirements for this position:

1. Must be able to read and comprehend English language directives, training materials, and other documentation.
2. Bachelor's Degree or equivalent required in Social Work, Psychology or similar area of study.
3. Willingness to be under clinical supervision and working toward substance abuse licensure.

4. Willingness to follow all laws related to treatment, HIPPA and 42 CFR part 2.

Experience Required

The following experience is required for this position:

1. Substance abuse assessments, knowledge of treatment and community resources.
2. Experience in working with the Criminal Justice/Corrections System, preferred.

Knowledge, Skills and Abilities

The following non-physical knowledge, skills and abilities are required for this position:

1. Ability to learn Sheriff's Office policies and procedures.
2. Knowledge of local community services and programs.

Physical Abilities

The following physical ability(s) is/are required for this position:

1. Must be physically able to operate a variety of office equipment.
2. Must maintain the ability to work any hours, any shift and any days off during your career.

Position-Specific Responsibilities

The following responsibilities are required for this position:

1. Executes other responsibilities as assigned by the Sheriff, Chief Deputy, or supervisor.

Tools, Machinery and Equipment

Ability to operate or use the following machinery and/or equipment required for this position:

1. Computer equipment
2. Multi-line telephone
3. Fax machine
4. Photocopier
5. E-Mail Communications

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Knox County Sheriff's Office
Position Description

Substance Abuse Coordinator

Date of last revision: July 2026

Job Code:

Job Grade: 9

FLSA Status: Non-exempt

Division:

Reports to: Appropriate Member in Chain of Command

☒ **Civilian position**

☐ **Corrections position**

☐ **Law enforcement position**

Position Summary

The Substance Abuse Coordinator has the responsibility of working with KCSO mental health staff and programs staff to make appropriate referrals internally and externally. The Substance Abuse Coordinator will provide courts with documentation of assessment to assist with appropriate placement.

Required Duties

The following are required duties of this position:

1. Perform biopsychosocial assessments of inmates prior to release.
2. Make referrals to KCSO Mental Health Staff, when needed or to outside mental health facilities.
3. Make referrals to the KCSO Programs Division to assist offenders while incarcerated.
4. Make referrals to outside treatment facilities based on inmates' assessment.
5. Provide the court system with documentation of assessment and treatment plan, where needed or arrange for beds within the community in treatment or sober living.
6. Provide explanation/clarification of treatment status from the psychosocial assessment to the court system as needed.
7. Arrange for bed placement into treatment facilities and/or sober living housing, access of grant funds when warranted.

Education and Training Required

The following are the educational and/or training requirements for this position:

1. Must be able to read and comprehend English language directives, training materials, and other documentation.

2. Bachelor's degree or equivalent required in Social Work, Psychology, or similar area of study.
3. Willingness to be under clinical supervision and working towards Substance Abuse Licensure.
4. Willingness to follow all laws related to treatment, HIPPA, following 42 CFR part 2 (Confidentiality of Substance Use Disorder Patient Records).

Experience Required

The following experience is required for this position:

1. Substance abuse assessments, knowledge of treatment and community resources.
2. Experience in working with the Criminal Justice/Corrections System preferred

Knowledge, Skills and Abilities

The following non-physical knowledge, skills and abilities are required for this position:

1. Ability to learn Sheriff's Office policies and procedures
2. Knowledge of local community services and programs
3. Must be physically able to operate a variety of office equipment

Physical Abilities

The following physical ability(s) is/are required for this position:

1. Must maintain the ability to work any hours, shift, and any days off during your career
2. Executes other responsibilities as assigned by the Sheriff, Chief Deputy, or Supervisor

Position-Specific Responsibilities

The following responsibilities are required for this position:

1. Executes other responsibilities as assigned by the Sheriff, Chief Deputy, Chief of Administration, or supervisor.

Tools, Machinery and Equipment

Ability to operate or use the following machinery and/or equipment is required for this position:

1. Computer equipment
2. Multi-line telephone
3. Fax machine
4. Photocopier

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