

Classification Title: Deputy Sheriff (Lieutenant)

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Supervises one or more aspects of a division in the Sheriff's Office which may include training, patrol, investigations or judicial services. Acts as the public's point of contact.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Assesses supervisors' performance and ability to direct and control a workgroup. Reviews decisions and actions taken by first line supervisors.
2	M	Reviews staffing requirements for adequate distribution. Ensures staff maintains certifications. Reviews work schedules and assignments.
3	M	Assesses needs of supervisors to meet future workloads and goals. Makes recommendations on work and training activities.
4	M	Ensures officers follow safety procedures which may include training, physical health and job practices.

CLASSIFICATION REQUIREMENTS:

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Education	Associate's degree in Criminal Justice, Law Enforcement or related field.
Experience	Four years experience in law enforcement, including one year of first line supervisory experience.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver's license, Basic Law Enforcement Training, Firearms Certification, CPR Certification.
Reading	Intermediate
Math	Intermediate
Writing	Intermediate

CLASSIFICATION REQUIREMENTS	
Managerial	Receives Limited Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vehicles, weapons, surveillance equipment, communications equipment, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

(1) N/A

(2) Office, outdoors and vehicles.

PROTECTIVE EQUIPMENT REQUIRED:

Personal protective equipment