



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Lieutenant
Department: Sheriff's Office
FLSA Status: Exempt
WC Code: 7720
Effective Date: January 26, 2015
Last Revised: January 1, 2019
Pay Grade: NU21
Union: Non-Union

SUMMARY

This is a division command position that supervises, plans, directs and controls the activities of the Patrol and Corrections Divisions within the Sheriff's Office as delegated by the Sheriff. Provides assistance to the Sheriff in the development and management of programs and procedures in an effort to accomplish Sheriff's Office goals and policies. Ensures the efficient operation of the Patrol and Corrections Divisions. Supervises lower classified employees. Provides technical and professional advice to staff members, to other departments and agencies as appropriate. Reporting to the Sheriff and works at the pleasure of the Sheriff.

NATURE AND SCOPE:

This is an administrative position which requires application of management and organization principles and specialized knowledge in the area of law enforcement methods, systems and procedures. Work may be performed in stressful situations. The Lieutenant is required to interpret and apply extensive knowledge of federal, state and local laws or regulations which apply to situations involving numerous aspects of law enforcement. The Lieutenant is responsible for the training, development, supervision of subordinate deputies. The Lieutenant is accountable for ensuring that all Sheriff's Office activities are performed efficiently in a manner consistent with the Sheriff's policies.

The position establishes and maintains close working relationships with other federal, state, county, city officials, judges, attorneys, the District Attorney's Office, other law enforcement agencies, social agencies and the community. The position reports to the Sheriff, and may receive instructions involving administrative matters from the Sheriff. Activities are reviewed for adequacy of professional judgment, compliance with policies and achievement of results consistent with the goals and objectives of the Sheriff. The Lieutenant performs complex corrections with considerable latitude for independent actions and decisions. Errors in judgment or irresponsible behavior by the Lieutenant may have a major impact on the financial situation of the Sheriff's Office, the safety and civil rights of offenders, employees, as well as the public. Judgmental errors could become the basis for legal actions against the county and subject the incumbent to personal litigation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises all Sheriff's Office activities within the Patrol and Corrections Divisions. Assumes the duties and responsibilities of other administrative members in their absence.
2. Ensures that the Sheriff is fully and accurately informed of all unusual, serious or difficult problems.
3. Supervises assigned employees and makes recommendations on personnel actions such as hiring, termination, discipline and promotion.
4. Evaluates assigned employees on job performance and reviews all personnel performance evaluations from the assigned division.
5. Supervises all recruiting, hiring, and promotional procedures within the assigned division.
6. Develops, implements and monitors office programs, budget expenditures, short and long range goals and objectives as delegated by the Sheriff.
7. Provides assistance to the Sheriff on matters pertaining to administrative activities including the preparation of varied and complex reports, budgets, contracts, surveys and statistical data gatherings.
8. Provides employees with technical and/or professional assistance as needed. Coordinates training and development for assigned staff members.
9. Establishes and maintains positive working relationship with other county, state and federal officials, social agencies, plus community members in an effort to meet the goals and objective of the Sheriff's Office.
10. Reviews court decisions and case laws regarding law enforcement activities, rights of individuals and due process procedures. Ensures that all members of the Sheriff's Office are informed of the latest legal decisions which may have an impact on the Sheriff's Office policies and procedures.
11. Directs investigations regarding citizen's complaints against assigned employees. May investigate or direct the investigation with a review of the findings for validity.
12. Researches and commits to written form, special projects assigned by the administration.
13. Is the operating section liaison with the District Attorney's Office.
14. Serves as the liaison with the Oregon Jail Managers Association.
15. Oversees preparation for various jail inspections, including inspections by the Oregon Jail Managers Association, contract agencies, County Commissioners, Grand Jury, State Corrections Inspectors, health, safety or fire offices.
15. Performs other related duties as assigned

SUPERVISORY RESPONSIBILITIES

Directs and oversees the activities of section supervisors who in turn oversee assigned subordinate staff. Responsible for the overall direction, coordination, and evaluation of assigned employees. Carries out supervisory responsibilities in accordance with the County and departmental policies and applicable state and federal laws. Directs the daily administrative operations of the Sheriff's Office.

QUALIFICATIONS

Requires extensive knowledge and experience in all phases of patrol and corrections and administrative police work. Requires the ability to communicate that knowledge and experience to others. This includes long and short range planning, analysis of procedure consistent with the goals and objectives of the Office. Requires an extensive knowledge of patrol procedures, correctional facilities, civil rights, search and seizure, rules of evidence and employee relations. Must have an extensive knowledge of judicial systems, specifically criminal prosecution.

Requires the ability to perform in all divisions of the Sheriff's Office and supervise the assigned section supervisors in personnel activities and training. Required to prepare and submit comprehensive reports for assigned areas of responsibility for the purposes of office budgeting and management. Required to analyze complex law enforcement and administrative problems in the areas of assignment. Requires a working knowledge of related police equipment and resources available to the Sheriff's Office in furtherance of the Office mission.

PROMOTIONAL QUALIFICATIONS:

Must have completed a minimum of five (5) years active law enforcement with two (2) years in a supervisory position. Must have obtained an advanced certification from the Oregon Board on Public Safety Standards and Training and working toward or in possession of a management certification and acceptance at the Oregon State Sheriff's Office Command College.

EDUCATION AND EXPERIENCE

Bachelor's Degree in business administration, public administration, or a related field and five (5) years progressively responsible law enforcement related experience or any combination of experience and training that would provide the required knowledge, skills and abilities. Two years of increasingly responsible experience in a management or leadership role is required.

JOB IMPACT

Errors in judgment or irresponsible behavior may have a major impact on the financial situation of the Sheriff's Office, the civil rights of employees, as well as the public. Judgmental errors could become the basis for legal actions against the county and subject the incumbent to personal litigation.

JOB CONTACTS

The position generally has contact with other County departments; state and federal agencies; community professionals; the public and the news media to receive or provide information. Frequent contacts are made with other County departments, other governmental agencies, outside agencies and the public.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to prioritize and organize assignments. Ability to write reports, business correspondence, and policy and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to respond courteously and tactfully, and establish and maintain effective working relationships with other employees and officials, outside officials and agencies and the public. Ability to communicate with angry or hostile individuals.

CERTIFICATES, LICENSES, REGISTRATIONS

Advanced Certification from DPSST. Become a graduate of the Oregon State Sheriff's Association's Command College.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

This position is impacted by urgent time deadlines, heavy or uncontrollable work flow, hostile customers, the need to make quick decisions, the need for extreme accuracy and attention to fine detail, uncontrollable interruptions and the need to frequently shift attention which are all related to the nature of the work which is to ensure that the work of the department is completed in a timely manner at a quality required to provide service to the public and administration and to meet mandated timelines.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 150 lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>