

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Lieutenant
Department: Sheriff's Office
Revised : May 2016

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Lieutenant classification.

GENERAL DESCRIPTION

Highly responsible supervisory work as a watch commander or unit commander within the Sheriff's Office. Supervision is given to an assigned number of deputies on a particular shift. Supervision is received from a Captain; work is reviewed through observation, and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises a designated team or unit of employees to assure the proper performance of duties and adherence to established rules, regulations, policies, and procedures.

Maintains discipline without laxity or discrimination; insures proper performance of all duties by personnel within the command and thorough investigation and necessary action on any dereliction of duty brought to attention in any manner.

Executes orders and observes regulations as prescribed by the Major and the Sheriff; uses discretion and independent judgment in formulating command decisions, insuring that such orders, regulations, and decisions are obeyed and carried out.

Ensures that operations of command groups complement each other in all matters, and that high degree of lateral cooperation and exchange of information is maintained.

Meets with the Captain on a regular basis concerning any situations which affect the welfare of the department.

Inspects personnel equipment and recommends correction of any inadequacies found in such inspections.

Makes job assignments for subordinate staff.

Prepares and maintains a variety of records and reports.

Counsels subordinates in the performance of their duties, and provides suitable actions in the case of laxity, misconduct, incompetence, inefficiency, or neglect of duty which becomes known. Recommends merits or commendation for subordinates when appropriate.

Assists in departmental planning; disseminates plans of action or activities developed for subordinate staff.

Provides information on current laws, policies, regulations, and method of policing and changes there of to subordinate staff and the general public.

Job Title: Lieutenant

Page : 2

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of federal, state, and local laws and ordinances.

Ability to communicate both orally and in writing.

Ability to use discretion and independent judgment in formulating command decisions and executing disciplinary actions for those supervised.

Ability to plan, supervise and participate in a variety of law enforcement goals and activities.

Ability to instruct, organize, direct, and supervise subordinate staff.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, running, bending, stooping and lifting weights in excess of 150 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Work also includes use of a firearm.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university, possession of Advanced Law Enforcement Certificate, six years of experience as a full-time criminal justice officer including two years in a supervisory position, minimum age of 21, favorable psychological evaluation, background investigation, CVSA, successful completion of physical fitness assessment, favorable completion of medical examination with negative drug screen, and a valid driver's license are required.

**This job description does not create an employment contract,
implied or otherwise.**