

CAPTAIN DEPUTY SHERIFF

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Sheriff**REPORTS TO:** Major Deputy Sheriff**CLASS SUMMARY**

Supervises a division within the Sheriff's Department.

DISTINGUISHING CHARACTERISTICS

The Captain Deputy Sheriff is the fifth level in a seven level sheriff series. The Captain Deputy Sheriff is distinguished from the Lieutenant Deputy Sheriff by its managerial responsibilities over a division. The Captain Deputy Sheriff is distinguished from the Major Deputy Sheriff is which provides administrative support to the Sheriff and supervision over the Captains.

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Oversees division's day-to-day activities, which includes reviewing arrest records, overseeing officer participation in hearing and trials, ensuring officer safety, and scheduling random drug testing.
- Coordinates and assigns officers to surveillance activities.
- Disperses and accounts for all departmental funds used in undercover operations.
- Schedules and conducts periodic division meetings.
- Coordinates and attends meetings regarding cooperation with local, state, and federal law enforcement agencies.
- Analyzes crime statistics and recommends appropriate changes in patrol and investigation activities.
- Prepares the annual budget and presents it to the Sheriff for approval.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- General patrol and law enforcement techniques;
- Applicable federal, state, and local laws;
- County geography;
- Functioning of the judicial system;
- Departmental policies and procedures;
- State and federal law enforcement agencies and their respective responsibilities;
- Basic accounting and budgeting principals.

CAPTAIN DEPUTY SHERIFF

Skill in:

- Conducting investigations;
- Handling emergency situations;
- Using computers and related software applications;
- Driving a vehicle;
- Using weapons;
- Using self-defense techniques;
- Operating two-way radio equipment;
- Operating basic office equipment;
- Conducting interviews and interrogations;
- Supervising employees and assigning work;
- Preparing and making presentations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

High School Diploma or General Equivalency Diploma (GED) and two years at the Lieutenant level; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Please note assignment is at the discretion of the Sheriff.

LICENSING/CERTIFICATION

- Basic Law Enforcement Certification;
- Valid NC Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

May be subjected to chemicals, inadequate lighting, intense noises, extreme temperatures, work space restrictions, hazardous physical conditions, and travel.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E10/99; R12/00