

LIEUTENANT 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:** Captain Deputy Sheriff**CLASS SUMMARY**

Supervises law enforcement officers in the County and serves as a division commander in the absence of the Captain.

DISTINGUISHING CHARACTERISTICS

The Lieutenant Deputy Sheriff is the fourth level in a seven level sheriff series. The Lieutenant Deputy Sheriff is distinguished from the Sergeant Deputy Sheriff in that the Lieutenant either assists in coordinating a division or supervises Sergeants. The Lieutenant Deputy Sheriff is distinguished from the Captain Deputy Sheriff who has managerial responsibilities over a division.

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 departmental training to include establishing training standards, scheduling training, coordinating training by other agencies, and maintaining records for individual officers.
- Reviews and implements departmental policies and procedures.
- Reviews and approves officer timecards.
- Patrols County roads and neighborhoods, responds to emergencies, and renders appropriate aid.
- Responds to reports of criminal activity which includes conducting investigations, serving warrants and summons, making arrests as necessary, and preparing written reports.
- Serves as division commander in Captain's absence.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Vice/Narcotics:

- Supervises raids on locations of suspected drug activity;
- Supervises seizure of assets obtained illegally;
- Dispenses confidential funds.

KNOWLEDGE AND SKILLS

Knowledge of:

- General patrol and law enforcement techniques;
- Applicable federal, state, and local laws;
- Supervisory principles;
- County geography;
- Functioning of the judicial system;
- Departmental forms and procedures.

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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;
- Training employees;
- 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 Sergeant 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;
- 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, and travel.

GENERAL INFORMATION

FLSA Status: Non-exempt

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