

# **Lieutenant**

## Job Description

### **DEFINITION:**

The fundamental reason this classification exists is to command and administer major divisions of the Sheriff's Office. Employees of this class command the Sheriff's Office staff and resources during major events or emergencies, depending upon assignment. Although largely administrative in nature, certain assignments require extreme physical exertion. Supervision is exercised over subordinate sworn officers and civilians. A Lieutenant serves under the direct or general supervision of the Undersheriff and the Sheriff. Performance is evaluated based on results obtained. Duty hours of this class vary significantly due to the requirement for 24-hour availability. Employee's in this class are appointed by, and serves at the pleasure of the Sheriff.

**This is an FLSA exempt position.**

### **ESSENTIAL FUNCTIONS:**

- Plans, directs, administers and coordinates personnel and resources to provide service;
- Supervises sworn and non-sworn police staff;
- Develops specialized plans and performs research on projects assigned;
- Prepares and supervises the preparation of necessary reports and records;
- Assists in preparing and administering operating budgets;
- Establishes direct liaison with members of the community for the purposes of improving law enforcement service and improving department community communications;
- Represents the department in various community activities and makes public presentations to groups;
- Enforces department rules and regulations;
- Assigns priorities to unit mission;
- Coordinates activities with other sections, divisions, and agencies;
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Enforces Federal, State, and local laws and investigates criminal activity as necessary.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Police administration theories and practices.
- Principles and practices of supervision and personnel administration.
- Finance, Budgeting, Planning and Labor Relations theory and practices.
- General social problems and cultural diversity of citizenry.
- Modern law enforcement methods, practices and procedures.
- Federal, State and City criminal and traffic laws and related court decisions, department policies, and applicable labor contracts.
- Management and organization theories and practices.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Select, supervise, train and evaluate staff.
- Work cooperatively, courteously, but firmly with all segments of the public.
- Communicate in the English language by phone, police radio system, or in person in a group or one-to-one setting.
- Evaluate a situation, make effective decisions under pressure, and take appropriate action.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction.
- Observe or monitor objects or people's behavior to determine compliance with prescribed operating or safety standards and accurately recall details.
- Comprehend and make inferences from material written in the English language.
- Work cooperatively with other County employees.
- Maintain moral integrity.
- Work in a variety of weather conditions with exposure to the elements.
- Remain in a sitting position for extended periods.
- Maintain acceptable level of physical fitness to meet department standards.
- Work safely without presenting a direct threat to self or others.

**Additional Requirements:**

- This position requires the use of County vehicles on County business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.

**MINIMUM QUALIFICATIONS:**

Possession of a valid Nevada, Category I Basic P.O.S.T. certificate or higher, with a minimum of five years law enforcement experience demonstrating increased responsibility in law enforcement supervision and management.

**Preferred qualifications:**

- Possession of a Bachelor's Degree from an accredited University in the field of Criminal Justice, Management, Human Resources, or other related field, with five years of upper level police supervision or management experience.