

Job Title: Lieutenant CID**Department:** Sheriff's Office**Immediate Supervisor:** Chief Deputy**BRIEF DESCRIPTION OF THE JOB:** Supervises personnel and manages the operations of the department. Performs special duties as assigned.**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage
of TimePhysical
Strength
Code

1) Performs special projects as assigned by investigating internal complaints and felony crimes, managing the budget, managing and coordinating various programs and monitoring animal control functions.	40%	L
2) Manages the operations of the department by maintaining equipment, managing various records and reports, preparing press releases, purchasing supplies and monitoring telecommunications functions.	30%	L
3) Supervises personnel by providing training, approving off-duty security, ensuring adequate shift coverage, reviewing reports and making schedules.	30%	L
<u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	F	Making presentations
Sitting	F	Desk work, driving
Walking	F	Around office and crime scene
Lifting	O	Files, evidence, supplies
Carrying	O	Files, evidence, supplies
Pulling	O	Office equipment, during arrests
Pushing	O	Office equipment, during arrests
Using Fine Dexterity	O	Computer keyboard
Reaching	O	For supplies and equipment
Kneeling	R	Making arrests
Crawling	N	
Twisting	R	Making arrests, from computer to telephone
Climbing	R	Fences
Balancing	R	On fences
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with personnel and general public
Talking	F	Communicating with personnel and general public
Using Foot Controls	O	Driving

Machines, Tools, Equipment and Work Aids:

Computer and related software, fax machine, telephone, flashlight, vehicle, radio, handcuffs, pager, camera

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	Y	Extreme Temperatures	M	Noise and Vibration	M
Fumes and Odors	Y	Wetness/Humidity	Y	Darkness or Poor Lighting	W

HEALTH AND SAFETY					
Mechanical Hazards	D	Chemical Hazards	W	Electrical Hazards	M
Fire Hazards	M	Explosives	Y	Communicable Diseases	M
Physical Danger or Abuse	M	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse		Shop	
Vehicle	X	Outdoors	X	Other:	

Protective Equipment Required:

Firearms, body armor, life jacket, gloves, face mask, eye protection, helmet, weather gear, traffic cones, mace

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	F	Emergency Situations	F
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	C	Noisy/Distracting Environment	F

JOB REQUIREMENTS

Formal Education:

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

Experience:

Over five years up to and including six years experience is required.

Certifications and Other Requirements:

Advanced Peace Officers License

TCLEOSE Instructor's License

Valid Texas Class C Driver's License

Supervisory:

Work requires supervising and monitoring performance for a regular group of employees or a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.