

CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: SHERIFF CAPTAIN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform law enforcement work and provide supervision to a section of the Sheriff's Office; supervises, directs, manages, and oversees all operations of a section of the Sheriff's Office.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Ensures assigned section's payroll is correctly submitted by employees; ensures time sheets and schedules for employees are submitted and prepared properly.

Coordinates and assists in the training of section employees; provides instruction on safety procedures and departmental and division policies and procedures; schedules training times.

Prepares and makes recommendations on the budget; presents budget for review; projects expenditures; recommends additional personnel and equipment needs.

Oversees the daily operations of contracted services and their staff, if within scope of duties assigned; conducts meetings with contracted services representative to insure the services they provide are both efficient and proficient, if within the scope of duties assigned.

Prepare requests for proposals for capital expenditures on equipment and maintenance; reviews bids; prepares recommendations and supporting documentation for selecting/awarding bids; selects and identifies vendors for equipment and products needed for operations of the section; develops action plans for emergencies.

Ensure that maintenance and repairs are coordinated for all equipment, facilities, and vehicles.

Maintains knowledge of state and national standards as they apply to the section; conducts research on correctional facilities and law enforcement work; researches statistical data as they apply to Section operations.

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Ensures that the following tasks are completed by subordinates including securing inmates in holding cells or jails, overseeing the processing of inmates into jail including booking and ID preparation, transporting prisoners to and from court or doctor's appointments; supervising the bonding and release of prisoners; managing inmate control and movement; conducting shakedowns and searches for contraband; responding to inmate disturbances; following the case status of inmates.

Ensures the maintenance of personal possessions of inmates; creates ledgers and accounts for inmates' money; maintains cash drawer for bond fees; processes checks; manages petty cash.

Supervises and performs uniform patrol work: issues citations for traffic violations; responds to emergency calls; assists Deputies; responds to accident scenes; patrols county property; investigates complaints and reports of unusual activity; assists stranded motorists.

Supervises and conducts investigations of crimes: searches homes and buildings for wanted suspects; collects evidence; secures crime scenes; testifies in court; conducts surveillance; interviews witnesses and suspects.

Maintains security for various facilities including court, jail, juror locations, and other property located in the county; monitors alarms.

Completes and reviews various reports and documents such as correspondence, policies, booking reports, vehicle lists, personal property lists, hospital duty rosters, productivity reports, section activity reports, arrest reports, accident reports, citizen complaint documents, court documents, affidavits, etc.; maintains files and records and make copies as necessary.

Serves civil process papers including search warrants, protective orders, and arrest warrants; performs evictions and levies.

Enters various data into the computer system; checks criminal backgrounds and histories; enters and obtains information using the GCIC and NCIC databases.

Conduct special investigations on an as needed basis.

Answers telephone calls and assists citizens with inquiries; responds to citizen complaints concerning personnel.

Oversees inventory of equipment and supplies; orders needed equipment and supplies.

Attend staff meetings and other meetings as required.

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ADDITIONAL FUNCTIONS

Attends required and optional training conferences to maintain certification as a Law Enforcement Officer and to enhance performance; attends civic functions when directed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED, supplemented by vocational/technical training in Basic Law Enforcement; supplemented by five (5) years previous experience and/or training within the Sheriff's Office that includes law enforcement and supervisory work; should hold current rank of Lieutenant with at least one (1) year in grade with satisfactory completion of probationary period; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess and maintain a valid Georgia driver's license. Must possess and maintain valid Peace Officer and firearms certifications.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 160 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks may require exposure to temperature/weather extremes, strong odors/fumes, toxic/poisonous agents, smoke, dust, pollen, wetness, humidity, animal/wildlife, disease/blood/bodily fluids/pathogenic substances, explosives, violence, bright/dim light, noise, vibrations, machinery, traffic hazards.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.