

# CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: SHERIFF CORRECTIONAL LIEUTENANT**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform Correctional work and provide supervision to assigned shifts within any detention facility operated or controlled by 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.

Prepares payroll for assigned employees; prepares and reviews time sheets and schedules for employees; conducts roll call of employees present for work, approves leave time.

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

Supervises and secures inmates in holding cells or jails; oversees the processing of inmates into jail including booking and ID preparation; supervises and assists in the bonding and release of prisoners; manages inmate control and movement; conducts shakedowns and searches for contraband; responds to inmate disturbances; follows the case status of inmates.

Supervises the safekeeping of inmate property/possessions, ledgers/accounts for inmates' money, cash drawers/boxes used for bond and other fees, check processing, and petty cash.

Within the scope of corrections, assists in: investigations of crimes; searches of homes and buildings for escaped inmates; evidence collection; securing crime scenes; testifies in court; surveillance; interviews of witnesses and suspects.

Maintains security for various facilities including jail and other property located in the County; monitors alarms.

Completes and reviews various reports and documents such as booking reports, personal property lists, duty rosters, productivity reports, shift activity reports, accident reports, citizen complaint documents, court documents, affidavits, etc; maintains files and makes copies as necessary.

## **Clayton County, Georgia ~ Sheriff Correctional Lieutenant**

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

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.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in Basic Law Enforcement or Corrections; supplemented by three (3) years previous experience and/or training that includes law enforcement or corrections supervisor work; should hold the rank of Correctional Sergeant 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 firearms and Correctional Officer certifications.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling that may involve 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.*