

Clayton County, Georgia ~ Sheriff Lieutenant

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

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

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

Assists in the preparation of annual department budgets and the implementation of new or improved programs; assists in the planning and costing of police services.

Attend staff meetings and other meetings as required.

Attend mandatory training in order to meet the minimum qualifications required to maintain in this position.

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 four (4) years previous experience and/or training within the Sheriff's Office that includes law enforcement and supervisory work; should hold current rank of 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 Peace Officer 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, 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.