

CLAYTON COUNTY, GEORGIA

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: SHERIFF MAJOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise, direct, and oversee the operations of a division within the Sheriff's Department. This position is an appointed position at the discretion of the Sheriff.

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.

Manages the human resource functions including recruiting candidates for employment, interviewing, hiring, allocating human resources, scheduling, providing and participating in training, and conducting physical agility tests; reviews psychological and polygraph tests; conducts background checks; reviews and approves payroll.

Prepares and approves written policies and procedures for the division; implements policies and procedures.

Prepares and monitors division budget and assists in the preparation of department budget; reviews and approves expenditures; reviews accounts receivable and accounts payable; reviews and makes recommendations on Bid process for updates and repairs to facilities; approves invoices from contractors; established, reviews, and makes recommendations concerning contract negotiations.

Researches changes in case law and local, State and federal laws.

Attends, participates, and/or conducts staff meetings; attends committee meetings and other civic functions as required.

Respond to complaints from citizens, inmates, and other persons concerning incidents or departmental staff.

Performs general law enforcement duties as required; testifies in court and provides deposition, coroner inquests or other testimony as necessary; assists in defense and preparation of lawsuits; provides security to court buildings; serves civil process papers including warrants and subpoenas; oversees the SWAT Team; pursues suspects and offenders; monitors radio and responds to calls for assistance and emergencies.

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

Manages/supervises inmate transports to and from court and other appointments; manages/supervises inmate housing; manages/supervises security of high risk inmates.

Prepares, reviews, and approves various reports and documents of the division; dictates and prepares correspondence, memos, reports, etc.; enters various data into the computer system and GCIC database.

Researches and coordinates procurement of vehicles and equipment; reviews and approves maintenance of equipment; approves the purchase of new equipment; maintains inventory.

Coordinate programming changes for the division with computer programmers.

Conducts tours of facilities for various groups.

ADDITIONAL FUNCTIONS

Enforces traffic laws and regulations

Perform general clerical work including filing, copying, faxing, etc.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED supplemented by vocational/technical training in Law Enforcement; supplemented by six (6) years experience and/or training within the Sheriff's Office that includes supervisory and law enforcement work; should hold current rank of Captain 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 certification. Possession of firearms instructor certification is desirable.

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).

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Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, 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.