

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: CORRECTIONS LIEUTENANT
DEPARTMENT: SHERIFF
REPORTS TO: SHERIFF'S CAPTAIN

CLASS CODE: 7001
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Primary responsibility is to plan, organize, administer, coordinate and supervise the operations and functions of the Corrections Division of the Sheriff's Department, including jail operations, court services, inmate services, jail medical services, work release and parole.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Plans, directs, coordinates, organizes, supervises and evaluates the operations and functions of the Sheriff's Corrections Division.

Assists with the development and implementation of policies and procedures for the Corrections Division.

Interprets and explains policies and procedures for staff, personnel of other agencies and the public.

Directs, supervises and evaluates Corrections Sergeants and other assigned personnel.

Assists in the preparation and administration of the Sheriff's budget.

Directs the allocation of personnel and resources within the division.

Researches, compiles and prepares special reports, applications, studies and correspondence.

Reviews, processes and prepares reports on daily activities within the Corrections Division.

Maintains discipline and ensures that Sheriff's Department rules, policies and procedures are obeyed.

Stays informed on developments in the corrections field, including changes in state and federal law pertaining to the operation of jails, regulatory changes and jail litigation.

Meets with various groups and individuals regarding a variety of issues.

Submits proposals regarding jail and related construction suggestions; projects expected expansion of areas such as kitchen, laundry, and plan accordingly.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment
Safety Equipment

Computer
Two Way Radio

Sidearm
Telephone

Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

Two years of experience as a Corrections Sergeant; and,

Successful completion of the introductory training described in the California Penal Code 832, certified by either the California Commission on Peace Officer Standards & Training or the Standards & Training Program of the California Board of Corrections, and successful completion of a POST or STC certified supervisory course; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License - Class C or better

CPR

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administration and supervision of a correctional facility, including the proper care and treatment of inmates.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Methods and techniques of research, statistical analysis and report presentation.

Budgetary principles and practices.

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Recordkeeping, report preparation, filing methods and records management techniques.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to maintain discipline and orderly conduct among inmates and correctional employees.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to write reports and correspondence.

Ability to analyze situations effectively and adopt or recommend appropriate courses of action.

Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job the employee is frequently required to stand, walk, run and sit; reach with hands and arms; use manual dexterity to operate machinery/tools; handle, seize, hold or otherwise work with hands; climb, jump and/or balance; stoop, kneel, crouch, or crawl; speak and hear; use shape, sound, odor and color perception and discrimination; and lift and/or move up to 50 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is exposed to outdoor weather conditions and possible bodily injury/hazardous situations from explosions; falling from high, exposed places; toxic or caustic chemicals; armed or physically violent persons; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; and/or interviewing violent and/or mentally or emotionally disturbed persons.

The incumbent's working conditions are typically moderately quiet, but may be loud at times.

Working time may require irregular hours, shift times, and/or on-call status.

file: corrlt.7001

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.