

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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

**CLASS CODE: 75024**  
**FLSA STATUS: E**  
**DATE: 10/99**

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Primary responsibility is to plan, organize, administer, coordinate, supervise and command patrol and investigative functions or chief deputy coroner functions for the Sheriff's Department; performs responsible professional, administrative and second-level supervisory duties.

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

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Directly supervises Sheriff's Sergeants in patrol activities including criminal, civil and coroner's duties.

Inspects reports and reviews daily logs of patrol activities; reviews, corrects and approves duty schedules and work assignments.

Monitors sector supplies; reorders as needed.

Oversees arrangements for maintenance and repair of equipment and vehicles; orders equipment as needed.

Acts as liaison between Sheriff's Department and other organizations or agencies.

Interprets and explains policies and procedures for staff, personnel of other agencies and the public; ensures that staff are following policies and procedures.

Represents the department at various meetings; reports to Sheriff's Captain on their content.

Writes press releases and fills in as needed for press information officer.

Writes special operations plans for and attends fair and special events.

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

Serves as commander for canine program; arranges for contracts for canine training.

Assists subordinates in major investigations and/or proper preparation of reports; serves as information resource for subordinates in case law.

Conducts internal investigations; recommends discipline.

Participates in major crime raids.

Testifies in court; presents evidence.

Performs duties of Sheriff's Sergeant as needed.

Serves as chief deputy coroner; oversees operations of the coroner's functions by exercising administrative review of all cases.

Reviews and rewrites coroner's protocol, general orders, policies and procedures.

Maintains security and contact with homicide witnesses.

Reviews death investigation, autopsy and toxicology reports.

Directs and discusses cases with pathologists.

Serves as information resource for internal and external contacts concerning coroner's cases.

Completes follow-up investigation in death investigations.

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

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment	Computer(s)	Firearms	Vehicle
Audio Tape Recorder	Chemical Agents	Baton	

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; and,

Three to four years of experience as a Sheriff's Sergeant; and,

Must be able to meet and maintain the minimum standards for selection, education and training of California Peace Officers as specified by California law and the regulations of the California Commission on POST; must obtain POST management certificate within two years of appointment; must not be prohibited in any way from possessing a firearm; 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:**

Methods and techniques related to law enforcement, including investigation, patrol, and case law.

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.

Testifying in court.

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 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: sheriff.75024

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.