

DEPUTY SHERIFF LIEUTENANT

NATURE AND VARIETY OF WORK

This is second level supervisory general regulatory law enforcement and court related work as mandated and authorized by State Law in the Sheriff's Department. Primary functions of the Sheriff's Department are: judicial, courthouse and courtroom security; service of civil processes; controls warrants and summonses; investigates, serves and arrests persons wanted on criminal summonses or criminal warrants; extraditions; transportation of prisoners and mental patients; execution of Court Orders, and administrative duties as required. This level is responsible for assisting a Deputy Sheriff Captain with the direction of activities and functions in the major divisions of the Sheriff's Department (e.g., Administrative Services Division, Court Security Division, Civil Division, or Warrant Division). Additionally, responsibilities may extend into providing direction in participation in special law enforcement initiatives such as: the Warrant Apprehension Narcotic Team (W.A.N.T.), the Street Terror Offender Program (S.T.O.P.) and/or other cooperative enforcement programs. Work is performed within a rank-structure through review of completed assignments. Incumbents exercise extensive independent judgment within a framework of established policies, procedures, regulations, and laws.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range or supervisory duties and responsibilities over subordinate positions.

Advises subordinates of changes in law and/or departmental procedures.

Recommends and implements specific training programs to enforce the effectiveness of assigned division.

Plans and prepares operational details for specific assignments.

Compiles information for use in preparing documentation for budgets/grants and reports.

Interviews plaintiffs to determine why they did not show up for court.

Handles special investigations i.e. threats directed at judges.

Handles special requests from other jurisdictions relative to programmatic issues.

Deals with various Federal, State, and Local Protective Service Agencies relative to warrant related activity.

Responds to inquiries from the public regarding the divisions activities.

Researches citizen complaints.

Handles special warrant/investigative warrant related activities i.e. ex parte/domestic violence.

Reviews teletypes recurred in the Sheriff's Office.

Reviews work of subordinates for accuracy, adequacy, timelines and conformance to departmental procedures; assigns work to subordinates.

Counsels subordinates on unsatisfactory performance.

Conducts inspection of subordinates, equipment, and vehicles.

Prepares work schedules.

Maintains leave and work records; records on area assignments and workload, etc.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of the laws, rules, and regulations governing the work of the Sheriff's Department.

Extensive knowledge of the streets, highways, and geography of Prince George's County.

Skill in the use of firearms.

Ability to apply appropriate laws, rules, regulations, and policies to specific situations.

Ability to plan, coordinate, and supervise the duties and responsibilities of subordinate personnel.

Ability to initiate action and make decisions concerning routine and emergency situations.

The ability to issue clear, understandable instructions, orally and in writing.

The ability to express ideas clearly and concisely, orally and in writing.

The ability to deal equitably, tactfully, and effectively with people.

The ability to exercise sound judgment and common sense.

The ability to thoroughly understand and carry out complex oral and written instructions.

The ability to perform under stressful circumstances and situations.

The ability to effectively supervise lower level employees.

MINIMUM QUALIFICATIONS

Promotional opportunity specifications to be determined by the Office of Personnel and the Sheriff's Department.

REVISED: 1/90