



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

LIEUTENANT SHERIFF

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs intermediate protective service work in the Sheriff's Department supervising and participating in courtroom security and inmate supervision; does related work as required. Work is performed under regular supervision.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communication and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental condition, extreme cold, extreme heat, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Scheduling, coordinating, supervising and participating in courthouse and courtroom security operations; enforcing courtroom rules and regulations; supervising and planning inmate transportation; preparing and maintaining files and records; providing assistance to the public.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Supervises Sergeant and Deputy Sheriffs providing courthouse and courtroom security, civil process; transporting prisoners; serving warrants and capias and community protection;

Performs public relations work, personnel training, and maintaining vehicle fleet, purchasing requests, handling initial complaints and initiating progressive disciplinary actions;

Represents department at political, social and administrative events in the absence of the Sheriff and/or Chief Deputy Sheriff;

Plans, assigns and reviews the work of full and part time deputies engaged in various duties to include courthouse/courtroom security, prisoner transportation and other daily operations;

Determines course of action during emergency situations;

Prepares and/or reviews variety of reports, correspondence, memoranda and files for accuracy and compliance with departmental directives;

Evaluates department to ensure maximum efficiency, production and equipment utilization and submit any recommendations;

Maintains proper account of all department issued equipment, materials, supplies and vehicles;

Maintains up to date knowledge of state statutes, local laws and ordinances, department policies, procedures, functions and responsibilities;

Oversees all aspects of civil process to ensure proper training of staff, correct and complete returns and timely service;

Analyzes inmate transports to ensure proper restraint utilization and adherence to department policies regarding inmate transportation;

Schedules evictions, levies, writs and conducts sales of property on all fieri facias; services civil process papers;

Serves capias and other warrants;

Schedules and coordinates prisoner extraditions in state and out of state;

Schedules deputies court dates;

Prepares monthly work schedule; schedules upcoming events and extra duty assignments;

Complies and approves weekly and monthly activity reports;

Ensures that all vehicles are kept in top condition and clean; ensures that maintenance is up to date; orders supplies for vehicles such as light bars and tires;

Orders all equipment for the office such as uniforms, restraints, gun belts, shoes and rain gear;
Assists Police Department when needed by answering calls for service; provides police escorts; directs traffic and any other duties as needed;
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
Must have a valid Virginia Driver's License;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of courtroom security methods, law enforcement methods and practices and procedures; thorough knowledge of courtroom and Sheriff's Office rules and regulations; thorough knowledge of the geography of the County and location of important buildings; ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports; ability to deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surroundings hazards and circumstances; ability to plan and supervise the work of subordinates; skill in the use of firearms and the operation of motor vehicles; possession of physical agility and endurance; ability to establish and maintain effective working relationships with associates, judicial personnel, law enforcement, personnel and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable law enforcement, civil process and/or court security experience, including some supervisory experience.

SPECIAL REQUIREMENTS:

Possession of certification by DCJS in law enforcement/court security, civil process and FAA certified to transport by aircraft. Must meet and maintain all departmental requirements for the position.