

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: NOVEMBER 4, 2013
CLOSING DATE: NOVEMBER 15, 2013

DEPARTMENT: Sheriff's Office

POSITION: Sheriff Lieutenant

LOCATION: Globe

JOB CODE: 13-117

OPEN TO GILA COUNTY SHERIFF'S OFFICE EMPLOYEES WITH A RANK OF SERGEANT OR ABOVE

SUBMIT RESUMES DIRECTLY TO SHERIFF'S OFFICE

ANNUAL SALARY: \$62,504.00-\$92,788.80 DOE

NATURE OF WORK

Manages and coordinates a Sheriff's Office Field Services Bureau; manages and supervises the activities of assigned Deputies in Patrol and Investigations, and oversees School Resource and Reserves programs; assures compliance of Bureau activities with State and Federal laws and Sheriff's policies and procedures.

DUTIES AND RESPONSIBILITIES:

- Directs Field Services Bureau operations; evaluates and analyzes Bureau issues, and recommends and implements solutions; prioritizes and assigns tasks, projects and training; trains and evaluates staff; assures Bureau activities are in compliance with all laws, policies, regulations and goals.
- Manages Sergeants and Detectives; delegates assignments, deploys personnel, monitors work, and evaluates team performance; assures effective communication of law enforcement issues.
- Assures that Deputies are ready and prepared for duty, are adequately trained and equipped, and are held accountable for duties and responsibilities assigned; briefs Deputies on special assignments; coordinates administrative activities including employee scheduling and report processing.
- Conducts staff briefings; coordinates work schedules; monitors the use of overtime, and leave time; reviews case reports; assures that all reports and paperwork are completed in a timely manner; advises supervisors regarding significant investigative developments.
- Supervises and participates in critical incidents and criminal investigations; responds to major crime scenes and takes command when appropriate; reviews and assists with criminal cases and reports.
- Investigates and resolves complex and sensitive cases and citizen complaints, and conducts internal investigations; identifies policy and compliance issues, and proposes solutions.
- Performs duties of Deputy Sheriff as needed, and assists Deputies in the performance of their duties.
- Represents the Sheriff's Office at court hearings; prepares reports and materials requested and subpoenaed by the courts; and testifies in court cases.
- Enforces local, State and Federal laws, and enforces compliance with local regulations and ordinances, according to policies, procedures and regulations.
- Assists and interacts with other Sheriff's personnel, County departments, outside organizations and businesses, and Federal, State and local law enforcement organizations in order to accomplish tasks.
- Updates and maintains a variety of files, records, event logs, charts and other documents; maintains appropriate records and prepares reports as required.
- Researches and identifies grant opportunities that meet Sheriff's Office needs; collects and develops supporting data and documentation to enhance the grant process and meet funding agency requirements; facilitates the application process as needed.
- Maintains the integrity, professionalism, values and goals of the Sheriff's Office by assuring that all rules and regulations are followed, and a positive public relations image is presented.

WORKING ENVIRONMENT:

Work is performed in an office and in internal and external environments with exposure to inclement weather, and varying temperatures; subject to physical harm such as dangerous vehicles, gun shots, and physical attacks; may be exposed to hazardous chemicals, drugs, infectious and communicable diseases; required to physically restrain persons; subject to extended periods of intense concentration in review of crime scenes, investigations and preparing law enforcement reports.

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EMPLOYMENT STANDARDS:

High School Diploma or GED AND five (5) years experience as a sworn law enforcement officer, including three (3) years supervisory/management experience; must be a U.S. citizen and have no felony convictions; applicants must have an unrestricted Arizona driver's license; must successfully complete a background check as well as medical, polygraph, psychological, written and oral examinations prior to being appointed; must maintain a level of physical fitness to meet department standards. Bachelor's Degree in Criminal Justice is preferred.

Must pass certification requirements by the Arizona Peace Officer Standards and Training (POST) Commission; must obtain Terminal Operator Certification for access to Arizona Criminal Justice Information System (ACJIS), Arizona Crime Information Center (ACIC), and National Crime Information Center (NCIC); some incumbents may be required to obtain additional specific skills, training and technical certifications.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Sheriff's department policies and procedures; County administrative policies and procedures; current law enforcement techniques and procedures, including case laws governing arrest, probable cause, and search and seizure; criminal and traffic codes; County, State and Federal laws, regulations and ordinances; principles and practices of law enforcement records management; rules of evidence; criminal justice and court systems, procedures and protocols in the State of Arizona; investigative and interrogative procedures, and protocols for observation and memorization of critical details; use-of-force rules; hazardous chemicals and materials, first aid and CPR; special regional law enforcement zones; geography, roads, and landmarks of Gila County; law enforcement grant application and administration procedures..

Ability to: Define problems, collect data, analyze information, and make logical conclusions based on facts; independently investigate and secure crime scenes, and recognize evidence and causes of crime, death and accidents; safely operate and maintain a variety of firearms, impact weapons, and chemical agents; operate a personal computer and specialized software applications.

Skills in: Effectively directing operations and delegating tasks and authority; assuming command level responsibilities and making appropriate decisions, while assuring compliance with department goals and objectives; analyzing complex law enforcement issues and developing solutions; working as a team member with other law enforcement and multi-jurisdictional agencies; interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations; interacting with people of different social, economic, and ethnic backgrounds; communicating with violators, recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest & control techniques; operating motor vehicles and special equipment during emergency, high risk situations; preparing clear, comprehensive, and accurate reports; effectively communicating in written and verbal forms.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.