



Sheriff Captain, Administration (2505)

FLSA Status: Exempt

Pay Grade: 25

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to provide administrative support to the Sheriff and the Sheriff's Office, to maintain and balance departmental ledgers and accounts, and to supervise administrative office personnel.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; trains staff in operations, policies, and procedures; and establishes and promotes employee morale.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensures adherence to established safety procedures; informs personnel of changes in laws, rules, policies, and procedures; initiates any actions necessary to correct deviations or violations; and recommends or administers discipline for violations of rules/regulations.

Performs and supervises secretarial and administrative duties for Sheriff's Office: receives and responds to phone calls and walk-ins; provides information and answers questions; sorts and distributes incoming mail; maintains the Sheriff's daily calendar; assists in preparation of case reports, court summons, subpoenas, and bond notices; and prepares correspondence for the office and/or Sheriff's signature.

Performs and supervises a variety of financial/accounting functions: assists in compiling and monitoring the departmental budget; verifies accuracy of invoices; processes payments for monthly bills; posts receipts to appropriate database; processes expenditures for training and travel; prepares and makes bank deposits; maintains petty cash fund; balances cash journal and bank statements; writes restitution checks; and assists with preparation of/and furnishes records for yearly audit by accountants.

Supervises and participates in the processing of Sheriff's Office citations: enters citation information into GCIC terminal; processes citations for Clerk of Court; and ensures that all associated documentation is attached.

Maintains inventory of office equipment and supplies: receives and processes requests for supplies; prepares/completes purchase requisitions; receives and verifies invoices and checks; and ensures proper maintenance of office equipment including copy machine and postage meter.

Serves as liaison between Sheriff's Office and Human Resources regarding personnel benefits and policies: serves as a representative on Employee Benefits Committee; advises all Sheriff's Office personnel of policy changes; and assists all employees with insurance or other personnel needs and questions.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: reviews, prepares and/or completes various forms, reports, correspondence, and other documentation, including officer activity reports, crime logs, mileage records, Workers' Compensation forms, performance evaluations, invoices, etc.; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Communicates with City Officials, Sheriff, supervisor, lawyers, court employees, law enforcement officers, other employees, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to administrative functions of area assignment: maintains an awareness of new trends and advances in the profession; and attends workshops training sessions, and meetings as needed.

Performs other related duties as required.

Minimum Qualifications

Bachelor's Degree in Public Administration, Criminal Justice or related field required; supplemented by seven years of progressively responsible experience in the administration aspects of law enforcement, to include lead and supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019