



Sheriff Captain, Court Services (2600)

FLSA Status: Exempt

Pay Grade: 25

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to manage daily operations of the Court Services Division of the Bulloch County Sheriff's Office. Duties include assigning and supervising the work of Deputies and support staff in the provision of security for the Bulloch County Courthouse and Judicial Annex, overseeing the servicing of subpoenas, civil processes and warrants, and overseeing the transportation of inmates for court purposes. This classification serves under direction of the Chief Deputy.

Typical Duties

Supervises, directs, and evaluates assigned staff: per chain of command, supervises the activities of personnel through subordinate supervisors; oversees employee work schedules to ensure adequate coverage and control of shift activities; compiles and reviews timesheets; processes employee concerns and problems; recommends discipline, disciplinary actions, discharge and salary increases; assists with or completes employee performance appraisals; acts as a liaison between employees and management; trains staff in operations, policies, and procedures; and establishes and promotes employee morale.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; inspects cleanliness and functionality of weapons; inspects vehicles and other equipment to ensure safe and proper operation; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

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.

Oversees the provision of security for judicial buildings and legal proceedings: reviews court security plans; evaluates court rooms and facilities in regards to potential threats and proper placement of staff; confers with Sergeant, Court Services regarding proper functioning of computer controlled electronic lock system and security cameras; communicates policy and security plan changes; and gives instructions and/or orders in regards to specific situations.

Oversees the serving of subpoenas, civil processes and warrants: confers with assigned staff and provides counsel on the serving of subpoenas and civil processes and the arrest of individuals named in warrants; oversees investigations to determine location of individuals named in criminal and civil papers; and ensures the proper extradition of alleged criminals from other jurisdictions to satisfy open warrants.

Oversees the transportation of inmates to and from assigned locations such as courts, jails, detention centers, correctional institutions, prisons, medical facilities, regional youth detention centers, or elsewhere as appropriate: supervises the receipt of transportation orders and distributes to transport

officers; and ensures that transportation of inmates is executed in compliance with all applicable codes, regulations, standards, policies and procedures.

Serves as liaison to Judicial staff and other agencies: communicates with Judges, lawyers, District Attorney, Clerk, local and state probation departments, other law enforcement agencies, Chief Deputy, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews various documentation, including Child Support Warrant logs, incident reports, court calendars, personnel requests, forms/reports, timesheets, etc.; processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including policy and procedure manuals, court security plans, disciplinary actions, and evaluations; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Maintains current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to court security and law enforcement; 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 Law Enforcement or Criminal Justice required; supplemented by seven years of progressively responsible experience in 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. Must possess and maintain Georgia Peace Officer Standards & Training (POST) Certification.

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, advisory and/or design 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, odor, depth, texture, 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. Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes, traffic hazards, animal/human bites, explosives, firearms, violence, or rude/irate individuals.

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

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