



Sheriff Captain, Detention (2700)

FLSA Status: Exempt

Pay Grade: 25

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to perform administrative and supervisory work in overseeing the daily operations and staff of the County jail and to ensure the safety, security and welfare of inmates.

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; recommends disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Manages and oversees daily operations of the County jail: organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; reviews daily shift reports; conducts staff meetings; consults with assigned staff; assists with complex/problem situations; responds to inmate grievances; and provides technical expertise.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees, inmates, and other individuals; and initiates any actions necessary to correct deviations or violations.

Manages and oversees enforcement of all applicable codes, ordinances, laws and regulations in order to ensure the safety, security and welfare of inmates: and monitors and ensures the serving of meals, provision of clothing/bedding, provision of medical care/supplies, coordination of visitation and telephone communications, distribution of mail, and related activities.

Ensures the security of facility: ensures adequate staffing levels; prepares work schedules; ensures staff has proper equipment to monitor and control the movements of the inmate population; monitors inmate population levels; and ensures facilities maintenance activities are completed by preparing, submitting and verifying completion of work orders.

Performs administrative functions: prepares budget requests and administers approved budget for area of assignment; monitors expenditures and submits invoices; assists in the development of and implements policies and procedures; generates required reports; and oversees and monitors staff training.

Maintains a comprehensive, current knowledge of applicable laws and regulations: maintains an awareness of new products, methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Performs other related duties as required.

Minimum Qualifications

Bachelor's Degree in Criminal Justice, Public Administration, Business, or a related field required; supplemented by seven years of progressively responsible experience in jail operations and administration, to include lead or 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 Basic Jail Officer and Peace Officer Standards and Training (POST) certifications.

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; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

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, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes, heights, confined spaces, bright/dim lights, human bites, firearms, violence, disease, pathogenic substances, or rude/irate customers.

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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