

# **LINN COUNTY CLASSIFICATION**

**TITLE: LIEUTENANT – CIVIL DIVISION**

**NUMBER: 688**

**APPROVAL ORDER NUMBER: 2016-237**

**PAY RANGE: 20**

**DATED: JULY 19, 2016**

**CATEGORY: MANAGEMENT/EXEMPT (SO)**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Supervises and advises field deputies and office staff assigned to this Division. Assists the Civil Captain with various administrative activities. Assumes responsibility for the operation of the division in the absence of the Captain.

SUPERVISION RECEIVED: Works under the supervision of the Civil Division Captain who assigns duties and regularly reviews work for effectiveness and proper procedures through observation, conference, and analysis of reports.

SUPERVISION EXERCISED: Exercises general supervision over personnel in the Division. Assists in the formulation and implementation of management decisions and policies. Assigns and directs duties and prepares written evaluations of subordinate personnel in the Civil Division. When appropriate, employees in this classification may recommend action for adjusting grievances, discipline, suspension (with pay) and rewarding subordinates. Other supervisory duties include reviewing written reports and documents, explaining and interpreting laws.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assign and review the work of subordinate enforcement personnel and support staff. Schedule and assign specific daily tasks. Instruct new employees in the office policies, procedures, and techniques.
2. Maintain knowledge of deputies work locations and respond to questions from deputies and clerical staff concerning legal or procedural issues.
3. Track legislative changes and effective dates for statutes, including but not limited to, Oregon Rules of Civil Procedure, Judgments and Executions, Foreign Orders, Landlord Tenant law, Domestic Relations, Criminal Code, Government Procedures, Juvenile Code, Vehicle Code, Concealed Handgun Licensing, etc.
4. Review written activity reports prepared by deputies for completeness and proper procedures. Prepare monthly reports pertaining to civil process, towed vehicles, concealed handgun licenses, and others. Appraise towed vehicles.
5. Respond to public inquiries regarding service and execution of legal process, legal procedures, concealed handgun licensing, etc.

6. Supplement Deputy Sheriffs in serving civil process, legal court documents, and enforcing court orders directed to the sheriff. Records the daily activities involved of such services.
7. Supplement Deputy Sheriffs in maintaining security for the Courthouse and surrounding area. Coordinate special security needs.
8. Conduct background investigations dealing with concealed handgun applicants.
9. Prepare annual, probationary, and special evaluations of employees.
10. Enforce traffic and criminal laws as needed. Prepare reports for criminal investigations.
11. Investigate citizen complaints against division employees or as directed by the Sheriff or Division Captain.
12. Provide input to the Division Captain pertaining to budgetary, training, and equipment needs and participate in the planning process as requested by the Division Captain.
13. Develop and maintain effective, harmonious and reasonable work relationships with others.
14. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable.)

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of an ability to interpret applicable Federal, State, and local laws and ordinances, particularly those pertaining to civil process. Thorough knowledge of standard operating rules and procedures which govern law enforcement practices. Thorough knowledge of the use of law enforcement equipment including firearms, vehicles, and radios. Knowledge of First Aid and CPR procedures. Considerable knowledge of office management and the principals of supervision, human relations, organization, and administration as applied to the position.

Ability to exercise leadership skills in the assignment and supervision of work, guidance of subordinate deputies concerning the proper interpretation of laws and ordinances. Ability to apply Sheriff's Office Policies and procedures. Ability to understand complex

oral and written instructions and to act upon them accordingly. Ability to plan and organize work independently. Ability to maintain good public relations.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a two-year college with an Associate Degree in Law Enforcement plus four years of progressively responsible law enforcement work, including at least two years in a supervisory capacity and two years with the Linn County Sheriff's Office or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

**NECESSARY SPECIAL QUALIFICATIONS:** Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic, or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriffs Office. Be willing to work weekends, holidays, varying shifts, and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Possession of the Department of Public Safety Standards and Training Advanced Certificate within one year of employment. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Must possess and maintain a valid First Aid and CPR card including instruction of the operation of Automatic External Defibrillators.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination, and peripheral vision must be normal). Additional requirements are the ability to talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop, and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools, or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moments notice.