

CAPTAIN/SHERIFF'S DEPARTMENT

CODES/PAY RANGE

Class Code: 3165

EEO Code: A

Pay Range: 219

MAJOR FUNCTION

Highly responsible administrative work in the area of public safety. Commanding activities and providing staff level management for specialized administrative or operational Districts, Sections or Units. Involves the responsibility for providing leadership and direction in the implementation of the Department standards.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Exercises direct supervision of employees of a Division, District, Section or Unit to which assigned.

Assumes command of the Division in the absence of the Division Commander.

Prepares schedules, budgets and other specialized reports.

Develops and designs programs that will increase the productivity of the appropriate Division, District, Section or Unit.

Reviews and approves subordinate decisions, recommendations and actions.

Reviews and participates in disciplinary actions at Department level.

Maintains standards and reports necessary for Accreditation.

Conducts daily briefing with the Division Commander, or their designee regarding the operational progress of the District, Section or Unit.

Participates in staff functions at Division and Department level.

Performs staff inspections at Division or District level.

Performs related work as required.

(Captain/SO continued 2 of 2)

KNOWLEDGE, ABILITIES AND SKILLS

All knowledge, skills and abilities required for lower ranking officers. Knowledge in the operating procedures of the Office of the Sheriff.

Skilled in the areas of business administration, police administration and operations.

Ability to plan, assign, supervise and review the work of subordinate personnel. Ability to establish and maintain effective working relationships with other public officials and the community. Ability to exercise good judgement in evaluating situations and making decisions.

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice or closely related field, and two (2) years of current and continuous services as a Lieutenant with the Volusia County Sheriff's Department.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend professional and technical manuals, procedures, journals and documents; legal documents; maps and layouts; memos, reports, summaries and evaluations; financial reports. Ability to perform general mathematical functions. Ability to write complex documents relaying information, data, and details; summaries, evaluations, opinions; financial reports. Ability to speak clearly and concisely to layman.

This classification generally performs inside, sedentary to light work requiring the ability to see, talk, grasp, reach, stand, walk, sit, handle, finger dexterity. On an limited basis the incumbent must affect an arrest which requires the following physical and environmental demands:

Physical Demands: Heavy to Very Heavy work. Ability to run a minimum of fifty (50) yards. Ability to climb a minimum of six (6) feet. Ability to jump a minimum of six (6) feet. Ability to drag, lift, carry a minimum of 150 pounds. Ability to crawl a minimum of ten (10) yards. Ability to swim a minimum of fifty (50) yards with a flotation device. Ability to effectuate an arrest with or without resistance.

Ability to operate emergency vehicles. Ability to traverse all types of terrain, i.e. urban, woods, swamp, hills. Ability to use restraints, i.e. handcuffs, hobble. Ability to sit for long periods of time. Ability to bend, crouch, reach, see, hear, smell, pull, push, stand, kneel, handle, stoop, balance, talk, feel; finger dexterity.

Ability to perform shift work, 24 hours a day, seven (7) days a week.

Environmental Demands: Inside and outside work. Ability to tolerate inclement weather including heat, humidity, rain, cold, fog, sleet. Possible exposure to hazardous materials and conditions; toxic conditions, fumes, odors, noise, vibration, dust, confined areas, animal/human waste

.Revised 10/94