



## Brazos County Job Description

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<b>Class Number:</b>	B1414	<b>Title:</b>	Lieutenant
<b>Pay Group:</b>	32	<b>Department:</b>	Sheriff's Administration
<b>FLSA Status:</b>	Non – Exempt	<b>Reports To:</b>	Chief Deputy
<b>Approved Date:</b>		<b>EEOC Category:</b>	Professional

### General Summary:

Assists Chief Deputy in an Administrative Management position over the assigned division. Will be responsible for the effective performance of the personnel assigned to the unit, the overall duties of the unit, and operation of the unit. Will conduct special assignments ordered by the Sheriff or Sheriff's Office Administration.

### Essential Duties:

- Manages the daily activity of subordinates assigned to division, including handling of employee problems, assigning and reviewing work, conducting performance evaluations, scheduling vacations, days off, etc.
- Assists with the management of budget execution by identifying resource needs and reviewing with appropriate management staff.
- Coordinates assigned law enforcement services and activities with those of other divisions, outside agencies and organizations; attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of law enforcement; and performs related duties as required or assigned.
- Develops recommendations and executes personnel actions such as transferring, promoting, and disciplining employees; coordinates assigned activities with other departments and outside agencies; coordinates the organization, staffing, and operational activities for assigned law enforcement services and activities; participates in the development and implementation of goals, objectives, and priorities; develops, updates and promulgates SO policies; meets with staff to identify and resolve problems; trains, motivates, and evaluates assigned personnel; and provides or coordinates staff training.
- Attends required meetings, including department meetings, section meetings, supervisor meetings, and other meetings affecting the county as he/she may be directed.
- Prepares daily paperwork and reviews all required paperwork submitted by subordinates.
- Assists other divisions, sections, or personnel as needed or directed.

Other Duties as assigned.

<i>Supervision</i>	
<b>Received:</b>	From Chief Deputy
<b>Given:</b>	Manages personnel, including assigning and reviewing work, conducting performance evaluations, and making recommendations on and executing such personnel actions as transferring, promoting, and disciplining employees.

<i>Education</i>	
<b>Required:</b>	High school graduation, plus at least ten years of experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
<b>Preferred:</b>	

<i>Experience</i>	
<b>Required:</b>	Supervisor and management experience. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
<b>Preferred:</b>	

<i>Certificates, Licenses, Registrations</i>	
<b>Required:</b>	Advanced or Masters Proficiency Certificate from the Texas Commission on Law Enforcement (TCOLE). Valid Texas driver's license.
<b>Preferred:</b>	

<i>Physical Demands</i>	
<b>Typical:</b>	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records, and occasionally must lift and/or move objects weighing 100 pounds or more. The employee may occasionally be called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.
<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	Ability to understand and follow written and oral instructions, Departmental policy, rules, regulations, and laws; ability to handle difficult situations among persons of widely divergent backgrounds, ability to establish and maintain effective working relationships with other Departmental personnel, County personnel, other agencies, the media and the general public. Possess computer skills, prepare clear and accurate reports, and maintain record files. Ability to clearly communicate policy, procedures and directives to subordinates. Possess time management, organization and planning skills.
<i>Work Environment</i>	
<b>Typical:</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of this job, the employee is constantly exposed to emergency situations, in which there is the possibility of danger or physical abuse; the employee must constantly work under time pressures to meet deadlines, perform multiple tasks simultaneously, and work closely with others a part of a team. The noise level in the work environment is usually moderate, but may be noisy and distracting.