

LIEUTENANT

DEFINITION

Under direction, to supervise the activities of assigned personnel; to assist Captains or Chief Deputy in the management of the command; to assume command responsibility in the absence of a superior officer; and perform related work as required.

EXAMPLES OF DUTIES

Supervises the daily activities and subordinates of a division of the Sheriff's office; assists in work scheduling; review the work of department personnel and ensures that cases, warrants, civil processes and the like are prepared for court or are executed in compliance with the court orders; evaluates divisional and departmental needs and programs and recommends programs to the Captain or Chief Deputy; carries out detailed planning and program activities under the direction of the Captain or Chief Deputy; trains and evaluates the activities of persons assigned to a command; administers discipline or effectively recommends discipline as authorized.

EMPLOYMENT STANDARDS

Education and Experience: Must hold the rank of Sergeant; post secondary education and training in the law enforcement field is desirable.

Knowledge, Skills, and Abilities: Knowledge of Sheriff's department policies, procedures, rules and regulations; knowledge of law and court decisions related to rights of persons accused of crimes, rules of evidence and orders concerning civil or criminal process; ability to plan and evaluate the work of others; ability to delegate; ability to communicate effectively, both orally and in writing; ability to work effectively and harmoniously with others; ability to deal tactfully and effectively with the public.

Special Requirements: Have a valid Wisconsin driver's license. Maintain the same performance proficiency as required of all sworn personnel.