

FAIRFIELD COUNTY

JOB TITLE: MAJOR
SHERIFFGENERAL STATEMENT OF JOB

Under limited supervision, oversees activities of Sheriff's personnel, ensuring an efficient and effective response to calls for service and ensuring the enforcement of state and local laws relating to public safety and welfare. Works under stressful, high-risk conditions. Performs a variety of administrative functions in support of the Department including developing policies and procedures, assisting with preparation of the budget, planning and reviewing specifications for new equipment, etc. Reports to the Sheriff.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

This position serves the following function(s):

1. Department Human Resources Coordinator
2. Serve on the Sheriff's Management Cabinet

Oversees the activities of assigned shift personnel in protecting life and property of citizens through the efficient and efficient response to calls for service and the enforcement of state and local laws relating to public safety and welfare.

Directs the investigations of major crimes.

Performs such supervisory duties as instructing; planning, assigning, and reviewing work of subordinates; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; selecting new employees; and recommending transfers, promotions, disciplinary actions, discharges, and salary increases. Ensures that all personnel receive training on new developments in federal and state law and office regulations.

Plans and reviews specifications for new equipment.

Coordinates the preparation of the annual budget for the Department.

Receives, reviews, and/or transmits daily personnel schedules, police reports, employee appraisals, incident summary reports, management information reports, etc.

Communicates information on investigations, progress reports, etc. to Sheriff, various agencies and local police jurisdictions as needed.

Investigates complaints on personnel received from the public or other law enforcement officers; imposes disciplinary actions when needed.

Coordinates interagency activities as needed in carrying out special orders.

Makes decisions at crime scenes which may be centered around life or death situations; decisions are based on the safest procedure to be followed to ensure safety to individuals involved and fellow officers/members of rescue team.

Oversees the organization/coordination of special details when necessary; assigns work duties and supervises subordinates when carrying out special details.

Physically confronts and controls violent suspects/offenders; engages in foot pursuits/vehicle pursuits to apprehend suspects.

Administers first-aid to the injured in emergency cases; safeguards against exposure to bloodborne pathogens from accident victims, crime victims and suspects.

Works under stressful, high-risk situations.

Works on an on-call, 24 hour basis.

Maintains required level of proficiency in the use of firearms and evasive action/driving skills, and maintains weapons and equipment in functional and presentable condition.

Attends required periodic training sessions and seminars; participates in physical fitness activities.

Coordinates information gathered and prepares various reports such as investigative reports, public survey reports, shift reports, monthly reports, etc.

Operates and maintains County vehicle and two-way radio.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in criminal justice and six to nine years of experience in law enforcement, two of which must have been at the supervisory level, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Must have successfully completed prescribed courses of study at the SC Criminal Justice Training Academy. Must have a valid SC driver's license. Must be in good physical condition. Must be able to maintain required level of proficiency in the use of firearms and evasive action/driving skills.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a motor vehicle as well as a variety of types of office and law enforcement equipment including calculator, computer, typewriter, two-way radio, firearms, camera, etc. Must be physically able to exert up to eighty pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects or human beings. Physical demands are in excess of sedentary work; position requires seizing, holding, grasping, etc. and involves walking, running, standing, reaching, stooping, crouching, climbing stairs, etc. for brief periods of time. Must be able to physically defend one's self from attack or assault. Must be able to arrest and control all suspects. Must be able to lift and/or carry weights of approximately one hundred sixty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and/or instructions to assistants. Includes the receiving of information and instructions from supervisor. Must be able to

communicate with all economic, racial, and religious members of the community.

Language Ability: Requires the ability to read and comprehend a variety of documents and reports in English. Requires the ability to prepare various documents and reports such as incident reports, investigative reports, budget, complaint reports, public survey reports, personnel reports, etc., using the proper format, punctuation, spelling and grammar, and using all parts of speech. Requires the ability to communicate with co-workers, supervisor, subordinates, and the general public, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must be able to deal with several abstract and concrete variables. Must be able to apply rational systems such as law enforcement, criminal justice, personnel, etc., in order to solve problems and deal with a variety of concrete variables. Requires the ability to apply deductive and inductive reasoning in the dynamics of human relationships and actions.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; utilize decimals and determine percentages; apply statistical inferences; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing office and law enforcement equipment. Must be able to operate a motor vehicle at high speeds and during inclement weather.

Manual Dexterity: Requires the ability to handle a variety of items, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination. Requires the ability to accurately fire sidearms/shotguns/rifles into moving/stationary targets.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under high stress when confronted with an emergency or highly emotional people.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or

exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.) Must have the ability to interview victims/witnesses and record crime details; must be able to interrogate suspects and detect signs of deception.

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the Department's methods, policies, and procedures. Has extensive knowledge of the rules, regulations, and ordinances pertaining to public safety and welfare. Has thorough knowledge of state and local criminal laws. Is skilled in the use of firearms, automotive equipment, radio, and other related law enforcement equipment. Is able to plan and organize the work of subordinates, and maintain personnel records. Has the ability to compile, organize, maintain, and prepare a variety of records and reports as required. Is able to interpret and apply provisions of the law, and to ensure that subordinates understand and implement same. Is able to maintain effective working relationships between personnel of the Department, other law enforcement officers, and members of the public through contact and cooperation. Is skilled in the application of supervisory and managerial concepts and principles. Has the ability to offer training, advice, and instruction to subordinates as needed.. Has thorough knowledge of the organization of the Department and of related cooperating law enforcement agencies. Has good evasive action/driving skills. Has the verbal skills to adequately testify and present evidence in court. Is able to work under stressful, high-risk conditions. Has the ability to use independent judgment in daily routine, non-routine, and high-risk situations. Knows how to develop and administer plans for the expedience and effectiveness of specific duties of the Department. Is able to inspect the work of subordinates to ensure safe and proper completion of projects. Is able to use independent judgment and discretion in determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Is able to communicate effectively with people of various nationalities and educational levels. Has knowledge of all aspects of budget preparation and is able to assist with same. Is able to perform required mathematical calculations. Is able to work in adverse weather conditions and in the presence of odors, toxic agents, noise, vibrations, explosives, electrical currents, disease, violence, etc. Knows how to keep abreast of any changes in policy, methods, laws, ordinances, equipment needs, etc. as they pertain to Departmental operations and activities, and is able to ensure that subordinates are kept aware of such changes.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all County departments and divisions, co-workers and the general public, as well as employees of municipality police department, and various agencies.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as

described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to Sheriff's Office and County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in routine as well as critical or high-risk situations. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Consults with superior officer for assistance as needed.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with Sheriff's Office and/or County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation among all staff persons. Works with other agencies, municipalities, and/or County departments in conducting investigations, or providing assistance as needed.

Relationships with Others: Shares knowledge with superior officers, supervisors, and staff for the benefit of the Sheriff's Office and the County. Contributes to maintaining high morale among all employees of the Sheriff's Office. Develops and maintains cooperative and courteous relationships with agency employees, staffers and managers in other agencies, representatives from organizations, and the general public so as to maintain good will toward the Sheriff's Office and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from the general public in order to maintain good will within the Sheriff's Office and the County. Emphasizes the importance of maintaining a positive image within the agency. Interfaces effectively with higher management, other professionals, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for

meetings, deadlines and events. Uses judgment in deciding which call receives priority.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Sheriff's Office, the County, and other regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace. Works under hazardous or dangerous conditions, often involving a great degree of personal risk and risk to others.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the agency. Knows and understands the expectations of the Sheriff's Office regarding the activities of the agency and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the agency and the County. Within the constraints of agency policy, formulates the appropriate strategy and tactics for achieving agency and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the agency and the County.

Organizing: Organizes own work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and agency matters affecting them and/or of concern to them.

Staffing: Works with other agency superior officers in directing the development and training of personnel of the Sheriff's Office, in order to ensure that they are properly inducted, oriented and trained in the policies and procedures to be followed by employees of the Sheriff's Office, and ensures that employees are familiar with duties and responsibilities as described in specific job descriptions.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feed-back to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of agency goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of agency and County standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet agency goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the agency. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of agency and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of agency and County policies regarding the agency and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Sheriff's Office and County, and continually reviews agency policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and agency morale and performance. Works to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.