

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



LIEUTENANT

JOB CODE: 20080	PAY GRADE: S03	PAY RANGE: \$83,640 - \$97,377
------------------------	-----------------------	---------------------------------------

GENERAL DESCRIPTION

Under the direction of superior, performs responsible supervisory, administrative and technical law enforcement work of considerable difficulty in directing the functions of a specialized unit and other related activities, usually on an assigned shift. Work is performed in accordance with Sheriff's Office rules and regulations, policy and procedures and through general staff orders, verbal and/or written, from superior officers. Duties require considerable independent judgment and a wide latitude of individual initiative in the interpretation of policies and procedures in making decisions and in instructing and leading subordinate members in routine and emergency situations. Supervision is exercised directly or through subordinate officers. Work is reviewed through analysis of records and reports, discussions and periodic conferences on unusual or difficult problems. Performs other work as requested.

This position requires that the member be certified by the Florida Criminal Justice Standards and Training Commission in compliance with Chapter 943 F.S.S as well as meet the minimum vision requirement of 20/30 corrected, in each eye.

The duties and responsibilities in this position include the pursuit, apprehension and arrest of law violators or suspected law violators.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assigns work to designated squads or directly to subordinates, directing and outlining offenses, cases and procedures, and recommending and instructing as to the best possible courses of action to be taken;
- Prepares reports and makes periodic inspections of members, materials and work methods;
- Ensures subordinate conformance to Sheriff's Office policy, procedures and rules and regulations, and takes necessary steps to improve the overall operations; evaluates performance of Sergeants; performs administrative details as assigned;
- Assists the division commander in the supervision and management of subordinates and administrative problems; directs or conducts initial investigations regarding civilian complaints of deputies; trains subordinates in policy and rules interpretation;
- May serve as acting commander of sub-station;
- Assists in the training of personnel;

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



- Performs other related duties as assigned;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

QUALIFICATIONS

- Must be full-time, law enforcement-certified Sergeant who has served in this capacity with the Pinellas County Sheriff's Office for two (2) years prior to taking the promotional examination
- No discipline, which resulted in suspension or demotion, for a one (1) year period prior to the date of the promotional exam
- Must have taken the Law Enforcement Certified Lieutenant Promotional Exam prior to the date of appointment to the rank of Lieutenant

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of modern law enforcement supervision principles and procedures.
- Knowledge of the Florida State Statutes, laws, ordinances and regulations effective in the County.
- Knowledge of the powers, duties, jurisdiction and responsibilities of the Sheriff's Office.
- Knowledge of the political, social and economic structure of Pinellas County, the social importance of law enforcement work; the geography of the County, its incorporated areas and the general roadway network.
- Knowledge of Sheriff's Office procedures, policies, rules and regulations.
- Ability to enforce the laws firmly, tactfully and impartially and to deal courteously and harmoniously with subordinate members and the general public.
- Ability to observe situations analytically and objectively and to express oneself clearly, concisely and effectively, orally and in comprehensive written reports.
- Ability to react quickly and calmly and to direct and coordinate the work of subordinates in an emergency.
- Ability to receive orders from superiors and relay them to subordinates in a firm and tactful manner.
- Skill in the use and care of firearms and related law enforcement equipment.
- Ability to perform all the essential duties and requirements of the Deputy Sheriff position.
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



This list of functions, duties, responsibilities, and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.