



SHERIFF'S LIEUTENANT

DEFINITION: Under direction, supervises and administers a major division for the Sheriff's Department; directs, coordinates, and supervises the activities of all law enforcement and miscellaneous personnel assigned to the Division, its units, regular and temporary employees, or special details; can be assigned duties as Undersheriff or Sheriff for specific time periods.

ESSENTIAL JOB DUTIES: Coordinates functions of the various details under his command and maintains effective work relationships between operating units; reviews reports directed to his attention by personnel under his command and relays pertinent information to his superiors as directed and required; reviews complaints and takes appropriate action; confers with his superiors on general departmental policies, plans, and procedures; assists and takes an active part in both budget preparation and administration; computes, analyzes, and prepares statistics as requested or required; cultivates and maintains relationships with allied agencies, citizens, organizations, and the press for the purpose of effective law enforcement; works on-call hours as necessary; performs other related work as required.

EMPLOYMENT STANDARDS: Seven years of responsible law enforcement experience including experience in a supervisory or administrative capacity. Must meet and maintain current requirements for a Deputy Sheriff with the Inyo County Sheriff's Office, including physical ability requirements. Must possess an Advanced POST certificate.