

**Worcester County  
Job Opportunities**

**DEPARTMENT:** SHERIFF'S OFFICE  
**JOB TITLE:** LIEUTENANT  
**COMPENSATION:** GRADE \_25\_/STEP \_1-5\_ **SALARY: TBD**  
**APPLICATION PERIOD:**

**JOB SUMMARY:** Under the direction of the Sheriff, Chief Deputy and the Captain, to manage, direct, and coordinate activities of assigned divisions and personnel within the Worcester County Sheriff's Office to ensure operational efficiency in that goals and objectives are met. The Lieutenant will prepare reports as directed, train personnel, prepare and monitor programs and budgets, and enforce department policies and procedures and other duties as assigned.

**GENERAL REQUIREMENTS:**

*Any combination of equivalent to perform the knowledge, skill and abilities of the position proficiently:*

- Must be a high school graduate.
- Four years of experience as a first-line supervisor at the level of Sergeant at a city, county or state police agency in Maryland and a bachelor's degree from an accredited four-year college or university.
- Must have held the rank of first level police supervisor that exercised continuous supervisory authority over sworn personnel and shall have a minimum of two years continuous experience at this rank.
- Successful completion of the Maryland State Basic Law Enforcement Training Academy or the Equivalency Academy Ongoing current certification as a Maryland State Law Enforcement Officer.

*Special Requirements:*

- Must maintain valid First Aid, CPR and AED certification within in six (6) months of employment.
- Must obtain and maintain a current and valid Maryland State driver's license.
- Must be able to read, write and speak the English language.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Fosters the core values of Community Policing by maximizing citizen involvement, promoting a total service orientation among employees and encouraging a proactive, problem-solving approach to police services;
- May participate in the personnel selection process; makes recommendations on appointments, promotions, transfers, and disciplinary actions;
- Represents the department and supervisors on various panels and committees and at special functions and ceremonies; participates in community organizations when the image or interests of the department would be advanced;
- Prepares performance evaluation reports on immediate subordinates and reviews performance evaluations prepared by subordinates on the personnel under his or her command;
- Monitors activities of subordinates at critical incidents and assumes direct control when circumstances require;
- Developments and maintains of the department budget under the supervision of the Sheriff, Chief Deputy and Captain; recommends budget policy issues, controls expenditures in his or her assigned units(s);
- Inputs and maintains the accounts receivable and accounts payable under the supervision of the Sheriff, Chief Deputy and Captain;
- Ability to research, develop, implement and maintain the CALEA certification process for the Worcester County Sheriff's Office under the supervision of the Sheriff, Chief Deputy and Captain.

- Occasionally assumes the duties and responsibility of superiors, or subordinates, in their absence; completes CDO duties on a rotational basis;
- Participates in the development of departmental policies and programs;
- May participate in formulating labor relations policies and programs;
- May participate in formulating labor relations policies and evaluating operation and departmental impact of collective FOP proposals and makes recommendations to the Sheriff, Chief Deputy and Captain;
- Assists in administration of personnel policies and labor agreements applicable to division employees;
- Directs specialized community relations and crime prevention programs;
- Conducts research and prepares periodic special reports;
- Coordinates Division's activities with local Allied Agencies or Maryland Law Enforcement Agencies;
- Operates computers utilizing a variety of software programs, including database, spreadsheet, word, power point, processing applications, to produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar;
- Assist the Sheriff, Chief Deputy and Captain in the investigation of complaints and internal investigations as needed;
- Assists in planning, organizing, directing, coordinating and supervising the activities of a division in the Sheriff's Office; assists with the overall administration of the division.
- Assists in the recruitment and selection of department personnel; assigns, directs, trains, rewards, and inspects the work of assigned staff; recommends transfers, promotions, suspensions, demotions and terminations; coaches, counsels and disciplines assigned personnel; evaluates staff performance; develops staff schedules.
- Plans and coordinates activities with other organizations; participates in community events and functions.
- Reviews and approves requests for leave, supplies and equipment, vehicle maintenance, overtime, timesheets, and additional duties.
- Performs other duties as assigned.

### **QUALIFICATIONS AND SKILLS:**

#### *Knowledge of:*

- Modern principles, practices and techniques of police administration and organization.
- The technical and administrative aspects of the operation of all divisions.
- Laws, ordinances, regulations and current literature affecting the work of the assigned division.
- The use and care of firearms.

#### *Ability to:*

- Administer systems, procedure and policies which govern the operation of all assigned divisions.
- Compile, analyze and interpret a variety of statistical data.
- Prepare accurate and understandable written reports.
- Effectively operate a variety of computer programs.
- Plan, organize and direct the preparation of the division budget.
- Evaluate the work of others for effectiveness and compatibility with the overall function of the division.
- Motivate, coach and direct staff.
- Establish and maintain effective working relationships with those contacted in performing assigned duties.
- Communicate effectively, verbally and in writing.
- Deal tactfully and courteously with the public.
- Attend community meetings and events.
- Make public presentations.
- Other duties as necessary and assigned.

- Organize, direct and coordinate the work of subordinates.
- Train or direct the training of subordinate staff.
- Make quick, effective decisions in emergencies and take appropriate action and notify superiors.
- Assemble and analyze facts and evidence and make sound recommendations.
- Enforce State and local laws and departmental policies firmly and impartially.
- Other duties as necessary and assigned.

*Skills:*

- As a commissioned position, you are authorized and expected to carry and properly utilize firearms as a normal requirement of duty. The successful qualification and continued proficiency with firearms is a requirement of employment.
- Must possess and demonstrate ability in major collision investigation and traffic.
- Enforcement operations (i.e. DUI task force, Tobacco task force, etc.).
- Maintain effective relationships with fellow employees and subordinates within in Worcester County Sheriff's Office and Allied Agencies.
- Ability to cope successfully in dynamic and stressful environments and situations.

**PHYSICAL CHARACTERISTICS & WORK ENVIRONMENT:**

*Constant Demands:* Sitting, climbing stairs, repetitive hand and arm motion, handling/ grasping, fine finger manipulation, talking, seeing and hearing.

*Frequent Demands:* Standing, walking, driving, bending and twisting at the waist.

*Occasional Demands:* Lifting and average of 50 pounds, maximum of 200 pounds (not common, but expected), carrying, climbing, pushing/ pulling, climbing ladders, working at heights/ balancing, crouching, kneeling/ squatting, crawling, reaching (below knees, knees to shoulder, and above the shoulder), repetitive hand and arm motion, foot controls.

*Environmental Factors:* Moderate/ High noise levels with time spent outside in variable weather conditions.

**OTHER INFORMATION:**

*Supervision:* Depending on assignment, the Lieutenant is responsible for the effective operation of assigned divisions and/ or functions and directly supervises Sergeants, Corporals and gives direction to Deputies/ Detectives/ Support Personnel/ Administrative Personnel.

**SAFETY ANALYSIS:**

*(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)*