

JOB DESCRIPTION

Essex County, VA

Job Title	Major
Department	Sheriff Office
Category	Full Time
FSLA	Exempt
Pay Grade	
Report to:	Sheriff
Supervises:	Captain, Communication Supervisor, Office Staff and Victim Witness Coordinator and all others as necessary

JOB SUMMARY/PURPOSE

This position performs responsible supervisor and administrative work in directing and reviewing the activities of law enforcement personnel in the Sheriff's Office. Major responsibilities include overseeing the Captain and their divisions plus the SRO Unit, Communications/Dispatch Center and Staff as well as the Office Staff (Officer Manager, Warrant Technician and Victim/Witness Coordinator). The Major serves as the Chief Operating Officer for the Sheriff. The Major is second in command in the Office and may serve as senior officer on a shift or scene until or if the Sheriff arrives. The Major is required to exercise good judgment in administering and supervising law enforcement officers in accordance with regulations and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Supervises the SRO unit, the Communication/Dispatch Center, Office Staff and the Captain's divisions and units. Performs any law enforcement officer duties as needed;
- Serves as second in command in the Office and may serve as commanding officer on a shift or scene until or if the Sheriff arrives;
- Provides training and instruction to new and existing Sheriff employees, reviews and audits and approves their reports, insures they are following standard operating procedures, makes recommendations and prepares documents for discipline to commanding officers;
- Develops and approves monthly schedule to ensure that all shifts are adequately covered, fills in for vacant shifts as needed;
- Reviews and approves monthly patrol activity reports, mileage reports, time records, and personal/sick leave requests;
- Ensures all court documents such as subpoenas, warrants, evictions, civil papers, etc. are delivered or enforced in a timely manner as supervisor of the Court Security unit;
- Maintains an effective working relationship with federal, state and local government agencies and the school district related to the use of School Resource Officers (SRO);
- Approves the use of specific Office forms and approves the ordering of adequate uniforms, supplies and equipment;

- Oversees the SRO unit and ensures officers are following recommended procedures;
- Oversees the Communication/Dispatch Center through the Communication Supervisor and ensures that the technology and procedures meet state and federal requirements;
- Oversees the Office operations such as the records process, victim/witness coordination and warrant process;
- Oversees the Captain and the investigation unit, the court security unit and the patrol division;
- Serves as Chief Operating officer for the Sheriff with the day-to-day operations of the Office
- Meets with superiors and other law enforcement agencies to discuss patrol, investigations and court operating procedures and recommends improvements and needs for the Office; works with superior to prepare press releases as needed;
- Prepares new policies for approval by the Sheriff
- Prepares all discipline recommendations for the approval by the Sheriff
- Prepares all reports for approval by the Sheriff
- Orders most supplies such as guns, ammunition and uniforms;
- Responds to calls for public safety service; Investigates crimes;
- Recommends measures to reduce the opportunities for the commission of crime
- Maintains weapons, equipment and vehicle to ensure functional conditions;
- Alerts appropriate agencies of unsafe conditions that could cause crimes or accidents;
- Obtains DCJS training hours annually to maintains all certifications and skill levels;
- Assist citizens and general public in a courteous manner and refers them to other agencies as necessary;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other Office staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with law enforcement standard operating procedures and maintains all appropriate certifications;
- Consistent on-site/field work and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

- Bachelor's degree or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job, supplemented by over 7 years of experience as a law enforcement officer including 3-4 years of law enforcement supervisory experience.

Licenses or Certificates:

- Valid driver's license
- Must be certified law enforcement officer and therefore passed criminal background tests, etc.
- Must take appropriate supervisory training courses

Knowledge, Skills and Abilities:

- Thorough knowledge of principles and practices of effective supervision;

- Thorough knowledge of standard operating procedures related to law enforcement activities;
- Knowledge of economic and basic human behavior;
- Thorough knowledge of the occupational hazards and safety precautions of the discipline;
- Knowledge or ability to learn of the layout of local roads and of the locations and characteristics of various neighborhoods and communities;
- Thorough knowledge of proper terminology used in the discipline;
- Skill in operating a personal computer and associated office and agency software;
- Ability to plan and manage work activities and assist other in their planning and executing their law enforcement responsibilities;
- Ability to research policies and make recommendations for new policies
- Skill in writing and administering grants
- Ability to analyze situations to make sound judgments within the framework of existing laws, policies, and regulations and complete tasks efficiently and accurately;
- Ability to organize information and develop/maintain records in various formats;
- Ability to work and supervise effectively and motivate employees and discipline as necessary;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills; ability to produce law enforcement and/or electronic reports that accurately convey information and explain law enforcement situations to the public;
- Ability to follow written and oral instructions;
- Ability to interpret laws, policies, and regulations and the ability to make decisions based thereon;
- Ability to establish and maintain effective working relationships with coworkers, citizens, other public and private agencies, and the public, sometimes under stressful situations;
- Ability to collect and disseminate information;
- Ability to maintain professional ethics related to confidentiality;
- Ability to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others;
- Possession of physical endurance and agility to deal with disturbed or violent people and to use emergency law enforcement equipment and vehicle during a crisis;
- Ability to react quickly and calmly in emergency situations;
- Ability to deal courteously, yet firmly and effectively with the public in emergency situations;
- Ability to learn and utilize new skills and information to improve job performance and efficiency.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places		X		
Work with toxic or caustic chemicals		X		
Work with fumes or airborne particles		X		
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration		X		

Equipment Used – Computers in office and vehicle, office equipment, gun, pepper spray, baton, handcuffs, radio, and other law enforcement equipment				X
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Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Smelling		X		
Bending, pulling, pushing, restraining those arrested				X
Other-Driving			X	
Other-Performing traffic control, dealing with car crashes, dealing with contagious diseases, dealing with crisis situations, serving in command of incidents			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds		X		
Up to 100 pounds		X		
Over 100 pounds with assistance		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (alarms, sirens)		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).