

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: LIEUTENANT - CORRECTIONS  
CLASS CODE: 2530

FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 10/17/2014 (REVISED 04/17/2008 VERSION)  
DEPARTMENT: SHERIFF

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## **JOB SUMMARY**

Under general guidance and direction from a Captain, performs professional and administrative law enforcement work in supervising and directing the activities and personnel of an assigned division of the Sheriff's Office.

## **ESSENTIAL FUNCTIONS**

Supervises, plans, coordinates, and directs the work and personnel of the division; schedules workload and delegates assignments; oversees training and ensures work is completed accurately and efficiently; identifies, evaluates, and resolves personnel concerns; evaluates performance and conducts performance appraisals; makes staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure; conducts staff meetings.

Prepares and submits division budgets for approval; monitors and approves purchase orders and expenditures to reduce budget variances and to ensure quality products at the lowest cost; reviews operational plans to conform with approved budgets and prepares budget adjustments, transfers of funds, and justifies line item accounts; prepares and submits grant applications, and oversees grant expenditures.

Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, budget documents, work specifications, work schedules, and appropriate personnel documentation within the division to ensure compliance with statutory provisions and policy and procedure requirements; makes recommendations for updating Sheriff's Office Policy and Procedures and submits new policies and procedures for review and approval.

Oversees and coordinates division involvement within the Sheriff's Office, and with other County departments, volunteer groups, and outside agencies; serves as a task force representative or director, or in other inter-agency leadership roles as assigned; develops and administers programs; manage grants; negotiate contracts with businesses, government entities, and other agencies; acts as an information resource to citizen groups and the general public by answering questions, responding to concerns and complaints and taking action when appropriate, promoting law enforcement and volunteerism, and reporting findings to the Captain.

Performs all duties of subordinates as necessary to ensure functional operation of the division; responds on an on-call basis as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable Knowledge of:** Utah County Rules and Regulations, Sheriff's Office Policy and Procedures, County, State, and Federal codes and laws pertaining to law enforcement, and the principles and practices of law enforcement specific to assignment.

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**Ability to:** Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; motivate and effectively supervise others; perform basic bookkeeping and maintain files, records, and reports.

**Skill in:** Reading, writing, and basic math; word processing and basic computer programs; creating spreadsheets and document composition; making public presentations; operating and maintaining a variety of law enforcement equipment including firearms.

### **PHYSICAL DEMANDS**

Regularly sits at a desk; Regularly walks, stands, or stoops; Occasionally lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 50 pounds; Occasionally restrains individuals weighing 200 pounds or more; Uses tools or equipment requiring a high degree of dexterity; Regularly drives a motor vehicle; Communicates via radios; Works for sustained periods of time maintaining concentrated attention to detail; Needs to distinguish between shades of color.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is regularly performed in environmentally controlled rooms; Work is occasionally performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work occasionally exposes the incumbent to noise, and contagious or infectious diseases, bodily fluids and/or hazardous chemicals; Work occasionally requires the use of protective devices such as personal body armor, masks, goggles, and gloves; Work occasionally exposes the incumbent to potentially hostile situations and to unknown and dangerous situations.

### **EDUCATION AND EXPERIENCE**

Equivalent to a high school diploma; Three (3) years as an official Utah County Sergeant AND Three (3) years working as a certified Corrections Officer or above in Corrections for a total of Six (6) years.

Selected applicants are subject to, and must pass, a thorough background check.

### **LICENSING AND CERTIFICATION**

Incumbent must possess a valid State of Utah driver's license; Applicant must possess current Utah Corrections Officer certification through P.O.S.T. (The Utah State Peace Officer Standards and Training Certification Agency) upon application. County employees being reassigned or transferred to this classification must possess Corrections Officer certification upon reassignment or transfer. Incumbents are required to maintain certification through P.O.S.T. and successfully complete required annual training. Incumbent may be required to attend and successfully complete Emergency Vehicle Operation training annually.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.