

Champaign County Job Description

Job Title: Sheriff

Department: Sheriff

Reports to: ELECTED POSITION

FLSA Status: Exempt

Prepared Date: April, 2004

SUMMARY Administers and co-ordinates activities of Champaign County Sheriff's Office.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be developed as necessary.

Reviews general work assignments and deployment of staff in Law Enforcement and Corrections Divisions.

Performs responsibilities as established by State Statute among which are Warden of the County Jail, Chief County Court Security Officer, Chief County Conservator of the Peace and Agent for the purposes of serving warrants, process orders and judgements as legally directed.

Reviews investigations of narcotics traffic and auto theft, evaluates progress with Investigators, and may approve individual actions such as raids, surveillance, or arrests.

Supervises the issuance of funds to undercover operatives to buy information or contraband. Supervises subordinates in the process required to secure search and bench warrants or arrest offenders in view for trial or examination.

Serves as the Warden of the County Jail, responsible for the care and custody of prisoners. Establishes policies and procedures under State Statute for the operation of the County Jail and monitors operations.

Serves as Chief Security Officer for the County courts while in session.

May review available evidence for suitability and consults with the State's Attorney in preparation of Grand Jury cases as needed.

Develops Sheriff's procedures to serve as guidelines for proper conduct of Patrol Division activities, based on legal information and law enforcement experience.

Monitors effectiveness of procedures through follow-up with subordinates.

May review daily patrol activity log prepared by subordinates.

Supervises meetings of Patrol Officers to evaluate operations and efficiency of members.

Initiates investigations of civilian complaints against Sheriff's members and determines action to be taken based on evidence secured.

Approves discipline of Sheriff's staff for violation of intra-agency rules and regulations.

Resolves personnel problems of division members.

Responsible for firearms training and operational readiness.

Collects and analyzes data on division activities.

Prepares capital and operating budgets for Office of the Sheriff.

Requests equipment and services for Sheriff's Office. Offers justification for purchases as needed.

Responsible for reports concerning Sheriff's activities for distribution to the County Board and other public entities.

Addresses civic and educational groups on law enforcement subjects.

May conduct training sessions in police training school and within division and may assume field command of division during emergency operations.

SUPERVISORY RESPONSIBILITIES Manages three to six subordinate supervisors who supervise a total of 60 to 75 employees in the Sheriff's Office. Is responsible for the overall direction, co-ordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS to perform this job successfully, an individual should direct the operations satisfactorily.

EDUCATION and/or EXPERIENCE Prior Police or Sheriff's Office experience and/or training is desirable.

LANGUAGE SKILLS Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write detailed reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to solve tactical as well as practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS as required by law.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. The physical demands of the office are normally associated with law enforcement work. While performing the duties of this job, the employee is frequently required to stand; walk; sit; and talk; or hear. The employee is occasionally required to use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions with some exposure to individuals who are alleged to have committed crimes. The work environment of the office is normally associated with law enforcement work. The noise level in the work environment is usually moderate.