

**Washburn County
Position Description**

Name:		Department:	Sheriff
Position Title:	Jail/Dispatch Lieutenant	Pay Grade:	Grade 13
Date:		Reports To:	Jail Administrator
			Job Code:

Purpose of Position

The purpose of this position is to assist the Jail Administrator in all operations for the County Jail and Dispatch. The work is performed according to all Federal and State Statutes, County rules and regulations under the direction of the Sheriff.

This position is responsible for maintaining, coordinating, directing, and performing work to direct and monitor the daily operational activities of the County Jail and Dispatch center under the direction of the Jail Administrator. Work is done by exercising independent judgment in matters related to staff and inmate supervision, administrative responsibilities and training staff. Requires the person to have a working knowledge of department rules, regulations, policies and procedures and is performed according to all Federal and State Statutes while at the same time being able to relay that knowledge to fellow employees. This position also performs a wide variety of responsible duties connected with the operation of the jail, county wide communication system and emergency 911 phone system; does related work as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned. All listed duties are assisting Jail Administrator.

- Supervise jailer/dispatchers staff. Assign and review work for compliance with policies, procedures and applicable rules/regulations. Evaluate employee work performance; develop employee improvement plans where duty deficiencies are identified. Authority to impose initial discipline to employee.
- Manage and document all inmates' financial records.
- Responsible for ensuring all Jailer/Dispatchers receive required 24 hour annual certification training.
- Identify/develop/schedule in-house training needs and opportunities for Jailer/Dispatchers.
- Insure the jail is up to date on the most current laws, accepted correctional practices and codes.
- Maintain jail and dispatch records and prepares required and requested reports.
- Calculate inmate confinement and release dates.
- Respond to inmate grievances and refer requests to appropriate authority.
- Write and update jail policies and procedures.
- Serve as Dispatcher and/or Jailer periodically when needed.
- All other duties assigned by the Jail Administrator, Sheriff, and Chief Deputy.
- Support County Core Customer Service values throughout all levels of department decision making. Develop customer service as an integral part of department operations.

Minimum Training and Experience Required to Perform Essential Job Functions Associate degree in Police Science, Criminal Justice, or related area; three years Jail/Dispatch experience; Wisconsin Jail Officer certifiable,

candidates should have previous supervisory experience, and possess strong computer skills; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

A valid driver's license is required.

Required Physical and Mental abilities to Perform Essential Job Functions

Ability to act as a first-line supervisor; including scheduling, approving time off, providing technical training, and providing employee feedback.

Ability to communicate orally and in writing with inmates, jail visitors, law enforcement personnel, probation and parole agents, clergy, medical care providers, counselors, vendor representatives, social service agency personnel and state corrections personnel.

Mathematical Ability

Ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, compute ratios and proportion.

Judgment and Situational Reasoning Ability

Ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

Ability to operate, maneuver and/or provide simple but continuous adjustments on equipment, machinery and tools such as computer terminals, typewriter, fax machine, calculator/adding machine, electronic monitoring equipment, common hand tools, and/or materials used in performing essential functions.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing. Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and lifting, carrying, pushing and pulling objects and materials of moderate weight.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under conditions which require exposure to environmental factors such as violence, irate individuals, intimidation, noise, and disease. This exposure may cause some discomfort and present a risk of injury.