



Seminole County Sheriff's Office

CAPTAIN

Class Spec Code: 3300

Established Date: 10/14/2020

Last Revised Date: 03/24/2022

Effective: 11/18/2022

Salary Range

\$105,019.20 - \$152,276.80 Annually

Bargaining Unit

N/A

EEO

EEO4-Officials & Administrators

Occupational Group

N/A

FLSA

Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Under the administrative direction of a Chief, performs advanced administrative, supervisory leadership, and technical law enforcement work of considerable difficulty, exercising command of and directing the activities of a specifically assigned Division. Work involves extensive responsibility for utilizing independent judgement and individual initiative in the interpretation of orders, policies, procedures, rules and regulations in making decisions concerning complex and technical problems and in leading subordinate members in routine and emergency situations. Work is reviewed by command staff members through review and analysis of reports, records and periodic conferences for conformity in the attainment of desired agency objectives and results.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Responsible for carrying out the mission of the Sheriff's Office; assists in the development, recommendation, and implementation of operating policies, procedures, and programs to affect the efficient and effective operations of the assigned Division.

Assumes an effective leadership role and is available on a flexible schedule to ensure appropriate coverage for the 24 hour operation.

Evaluates the effectiveness of the operations of the assigned Division of command to ensure compliance and adherence to established work method procedures, policies, rules and regulations. Initiates corrective action and/or disciplinary measures as indicated to ensure conformity with agency standards.

Actively participates in planning the assigned operations with respect to equipment utilization and manpower allocation. Coordinates and maintains adequate manpower within published guidelines. Schedules vacation, training, and overtime.

Assists in the development, recommendation, and implementation of operating policies, procedures, and programs to affect the efficient and effective operations of the Division.

Assists in the preparation of the Division's annual budget and assures continued adherence to the parameters of adopted budgets. Reviews invoices/billings incurred on behalf of the Division. Obtains quotes/bids for contract services as needed. Maintain custody and control of Division's investigative funds, including disbursements.

Assists in formulating and initiating short and long-range management activities.

Initiates, and effectively recommends performance evaluations, disciplinary and/or commendatory actions for assigned personnel.

Serves as a liaison to various boards and committees as assigned.

Conducts supervisory inquiries as required; must be able to perform all subordinates required activities.

Performs other related duties as assigned, including special assignments/projects.

Minimum Qualifications

- Bachelor's Degree
- Eight (8) years progressively responsible experience including supervisory and administrative experience in law enforcement/correctional setting; with at least 5 years experiences at a managerial level
- Consideration may be given to equivalent combination of related training, education and experience
- Certification in the State of Florida as a Law Enforcement Officer or Correctional Officer under FDLE guidelines
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Through knowledge of the laws, regulations, and statutes as related to law enforcement administration. Through knowledge of law enforcement operations and procedures. Knowledge of recent developments and statutory requirements impacting investigations. Knowledge of Intelligence Led Policing.

Ability to plan, organize, and supervise the work of professional staff handling varied and complex management activities. Ability to prepare comprehensive reports and present ideas clearly and concisely. Ability to communicate effectively, both orally and in writing. Ability to research information, analyze data to arrive at valid conclusions, and make appropriate recommendations.

WORKING CONDITIONS

The work environment for this position is generally an office atmosphere, however, it may be within a detention center, courthouse or high volume communications center. The position may require field work and the incumbent may be subject to "on call" status.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Frequent standing and/or sitting for extended periods of time, walking for extended periods of time, stooping, bending, climbing stairs, running, required to drive an agency vehicle and/or transport inmates; constant use of a computer; use of a firearm

Lifting-Able to lift 50 pounds

Visual-Constant overall vision; constant color perception, constant eye-hand coordination; constant depth perception; frequent reading/close-up work; constant field of vision/peripheral

Dexterity-Frequent repetitive motion and reaching

Hearing/Talking-Constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio

Emotional/Psychological- Potential contact with hostile individuals; direct inmate contact, exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration

Special Requirements-Ability to behave respectably and with utmost integrity even when off duty. Work is generally performed during normal business hours although some job assignments may be shift work (days or nights) with rotating days off including working weekends, nights, holidays, and/or overtime; May be required to respond for any critical incident, manmade or natural

Environmental- Exposure to varied weather conditions