



## EMPLOYMENT OPPORTUNITY

# CAPTAIN

**NOTE:** This classification is not covered by Social Security which may result in a possible reduction in future Social Security benefit entitlement.

### **SALARY AND BENEFITS**

\$81,760 - \$108,482 Annually, plus benefits

### **FILING DEADLINE**

5:00 p.m. April 19, 2024

### **DUTIES AND RESPONSIBILITIES**

Under administrative direction of the Sheriff, assist in the planning, directing and organizing activities of the County Sheriff's Office. Exercises direct supervision over assigned personnel. May be designated as acting Department Head during temporary absences of the Sheriff.

### **DISTINGUISHING CHARACTERISTICS**

The Captain/Division Commander classification is utilized in the Sheriff's Office to head a division. Incumbent reports directly to the sheriff and is expected to perform highly complex administrative functions with minimum supervision. Incumbents must have a high degree of maturity and integrity, strong oral and written communication skills, the ability to establish effective working relationships with fellow employees, public officials and the general public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (All duties may not be performed by all incumbents.) Some of the major duties are listed below:

- Assists the Sheriff in directing the activities in the Sheriff's Office;
- Confers frequently with the Sheriff in implementing the goals and policies of the Department;
- Coordinates the activities of the managers, supervisors and leaders in order that functions may best meet the overall needs of the Office;
- coordinates the activities and interest of the Office with other organizations, law enforcement agencies, the District Attorney's Office and other County Departments;
- Assists the Sheriff in planning and implementing overall Sheriff's Office policies;
- Establishes new operating procedures as necessary and evaluates the future needs of the Department in terms of personnel and equipment;
- Observes the operation, the morale and discipline of personnel, and the condition of physical facilities and equipment;
- Evaluates public complaints pertaining to activities and individuals within the Sheriff's Office and may direct the investigations within the Sheriff's Office;
- Reports to the Sheriff and acts for the Sheriff during temporary absences;
- Under the direction of the Sheriff, oversee the development and administration of the Sheriff's Office budget; forecast of additional funds needed for staffing, equipment,

- materials and supplies; monitor and approve expenditures; implement adjustments, as appropriate;
- Through assigned managers and supervisors, select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures;
  - Implement improvements; determine and recommend plans for establishing, implementing, and evaluating new service programs or major changes in methods or service delivery.
  - Develop and implement plans and procedures to enhance revenue from State, Federal, fee, and other funding sources as appropriate.
  - Analyze and evaluate program results as related to objectives and policy guidelines; review program funding needs, formulate budget guidelines, and control program activities within budgetary limits or policies.
  - Establish and maintain liaison with representatives of State, Federal, and local agencies and commissions.
  - Make public presentations before the Board of Supervisors, professional organizations, or public groups to provide information on Departmental programs and goals.
  - Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

#### **Experience:**

Eight years of uniformed law enforcement experience in or equivalent to the County Sheriff's Office. Four years of supervisory experience as a law enforcement officer. (Experience in an institutional setting is not necessarily qualifying.)

#### **Education:**

Equivalent to a twelfth-grade education with additional course work in police science, criminal justice, or a related field preferred.

#### **Licenses and Certifications**

Possession of a California driver's license may be required by the position.

Possession of a P.O.S.T. Supervisory certificate.

### **SELECTION PROCESS**

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

### **HOW TO APPLY**

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Applications may be obtained at the Personnel

Department, at the address listed below, or by visiting our website at [www.co.lassen.ca.us](http://www.co.lassen.ca.us).  
Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street Ste. 3  
Susanville, California 96130

☎ (530) 251 -8320 ☎

**Opened: April 4, 2024**

☞ **GENERAL INFORMATION** ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires pre-employment drug screening for safety sensitive classifications.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.