

# SNOHOMISH COUNTY JOB DESCRIPTION

## CAPTAIN

Spec. No. 1019

### BASIC FUNCTION

Serves as a precinct commander or manages a major law enforcement division or section of the Snohomish County Sheriff's Office.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Plan, organize and direct the operations of a precinct, division or section of the office; review decisions made by subordinates related to office policies and objectives.
2. Monitor and evaluate the work of subordinates and prepare performance evaluations; review performance evaluations prepared by subordinate supervisors and indicate necessary improvements; recommend various personnel actions.
3. Analyze operational and organizational problems; study records, reports, recommendations and informational material; recommend changes in office policy and procedures; implement and monitor approved recommendations; initiate improvements in operations within scope of authority.
4. Administer the budget for unit of responsibility; organize available resources; prepare budget requests and estimates.
5. Gather and analyze information and data; prepare summary reports, perform strategic planning and program analysis.
6. Represent the Sheriff and the office to employees, other county departments, outside agencies and the public; communicate with community groups concerning office functions and activities to resolve law enforcement problems.
7. Plan and direct response to emergency situations; schedule personnel for special events.
8. Interpret and explain orders, policies, practices, procedures and operational information to subordinate personnel.
9. Administer and ensure compliance with applicable labor agreements.
10. Prepare and review a variety of correspondence and reports; maintain necessary records.
11. Testify as a credible witness in court as required.

### STATEMENT OF OTHER JOB DUTIES

12. May prepare and deliver press releases on current investigations or emergencies.

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### STATEMENT OF OTHER JOB DUTIES (Continued)

13. May perform all duties of a Lieutenant.

### MINIMUM REQUIREMENTS

Must hold the rank of Lieutenant in the Snohomish County Sheriff's Office and have at least one (1) year of current experience at that rank as of the closing date for filing of applications.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License, unrestricted except as to vision, is required.

Employees must be armed at all times while on duty and must carry official office identification when armed. Must qualify with a firearm on a regular basis.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- principles of law enforcement operations, administration and organization
- Federal, state, and county laws, ordinances and charter provisions related to law enforcement and the Snohomish County Sheriff's Office
- principles, procedures, laws, and ordinances controlling criminal and accident investigation and of the laws regarding apprehension, arrest, search and seizure, rules of evidence, use of force and traffic control
- budgeting and program planning concepts
- emergency and disaster planning strategies

Ability to:

- analyze and resolve complex law enforcement problems
- organize and allocate resources to attain office objectives
- coordinate, supervise and evaluate work of subordinate employees
- develop program plans, implement policies/programs; evaluate work accomplishments
- instruct others in police methods and procedures and the use of police weapons and equipment
- communicate effectively, both written and verbal, with people regardless of age, sex, social, cultural or ethnic background
- establish and maintain effective working relationships with office personnel, personnel of other public or private agencies, and the general public
- leadership of personnel toward fulfillment of Sheriff's Office mission

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### WORKING CONDITIONS

Positions in this class typically require precise control of finger and hand movements; daily operate a motor vehicle on public roads; and wearing protective gear and equipment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class established: Pre-1980

Revised and Retitled: April 1984, December 2005, May 2013

EEO Category: 2 - Professionals

Pay Grade: 604 - Sheriff SOMT Lieutenant and Captain Pay Plan

Workers Comp: 6905 Law Enforcement