

SNOHOMISH COUNTY JOB DESCRIPTION

LIEUTENANT

Spec No. 4038

BASIC FUNCTION

The primary duties of this class are in support of the County's Sheriff's Office operational functions. Responsibilities include serving as assistant precinct commander or being in charge of a special activity or division in the Snohomish County Sheriff's Office.

STATEMENT OF ESSENTIAL JOB DUTIES

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Plan, coordinate and supervise the operations of a precinct or division of the office; review decisions made by subordinates related to office policies and objectives; establish staffing and scheduling requirements; review work and time sheet records.
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. Identify organizational problems; take corrective action when necessary to ensure compliance with office policy.
4. Analyze law enforcement problems and recommend more effective approaches; prepare office plans for handling special events.
5. Evaluate the effectiveness and efficiency for unit of responsibility; develop plans for improvement.
6. Establish and maintain communication with community groups; represent the office to other county departments, outside agencies and the public.
7. Investigate allegations against office personnel.
8. Prepare and review a variety of official office correspondence and reports.

STATEMENT OF OTHER DUTIES

9. May perform the duties of a Captain.
10. May perform the duties of a Sergeant.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles of law enforcement techniques
- Federal, state, and county laws, ordinances and charter provisions related to law enforcement and the policies and procedures of the Sheriff's Office
- geography of the county and the economic and social factors affecting law enforcement activities

SNOHOMISH COUNTY JOB DESCRIPTION

LIEUTENANT

- principles and practices of supervision, organization and administration

Ability to:

- analyze and resolve complex law enforcement problems
- analyze situations quickly and objectively to determine course of action
- coordinate, supervise and evaluate work of subordinate employees
- develop program plans, implement policies/programs; evaluate work accomplishments
- 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
- assess skills and potential of employees; lead, motivate, and manage unit to ensure staff is organized, responsible and effective

MINIMUM QUALIFICATIONS

Must hold the rank of Sergeant in the Snohomish County Sheriff's Office and have at least two (2) years of current experience at that rank as of the closing date for filing of applications.

LICENSING/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.

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

Previous job description approved by the Civil Service Commission November 4, 1982

Proposed class specification 06/99

Revised: June 2020

Pay Grade: 603 - Sheriff's Pay Plan

EEO Category: 2 - Professionals

Workers Comp: 6905 Law Enforcement

Approved by the Snohomish County Civil Service Commission September 9, 1999.