

**Llano County
Employment Opportunity
Sheriff's Department
Patrol Lieutenant – Salary \$65,538**

The Llano County Sheriff's Office is seeking candidates for the position of Patrol Lieutenant, under the direction of the Chief Deputy, to coordinate patrol functions with citizen needs, department needs and other divisions within the Sheriff's Department. Duties to include but not limited to; supervise Patrol Sergeants, coordinate patrol shift coverage and manpower distribution with Patrol Sergeants, investigate policy violations of all subordinates in the patrol division unless otherwise directed by the Sheriff.

Other requirements to include but not limited to; ensure deputies maintain a professional appearance, public relations, and coordinate off duty employment. Candidate must have good communication skills both oral and written, knowledge of Sheriff's Office Policy and Procedure Manual, ability to have flexible work hours, TCOLE Supervisor Course #3737, Masters Certification, annual firearms qualification, and all other required TCOLE training.

Job Location: Llano County Law Enforcement Center, 2001 N. Hwy 16, Llano, Texas 78643
Job open: until filled

Benefits include: Retirement, Health & Dental Insurance, Vacation, Sick, & Holiday Pay, SB Incentive Pay

Back ground check is required

For a complete job description and application, please go to www.co.llano.tx.us. Return completed application to the Llano County Human Resource department located at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or by email to: lisa.otto@co.llano.tx.us.

For questions, please call the Llano County Sheriff's Department @ 325-247-5767.

Llano County is an Equal Opportunity Employer

Llano County Job Description

Job Title: Patrol Lieutenant

Base: L17

FLSA: Non-Exempt

Department: Sheriff

EEO: 04 Protective Service

Reports To: Chief Deputy

Summary:

The purpose of this position is to coordinate patrol functions with citizen needs, department needs and other divisions within the Sheriff's Department.

Essential Duties and Responsibilities:

- Supervise Patrol Sergeants
- Annual evaluations of Patrol Sergeants and approve all Patrol Deputy Evaluations by Patrol Sergeants
- Coordinate patrol shift coverage and manpower distribution with Patrol Sergeants
- Approve vacation requests
- Make recommendations to the Sheriff and Chief Deputy about any equipment needs for patrol
- Keep the Sheriff or Chief Deputy informed about major incidents that occur within Llano County
- Coordinate citizen requests for crime prevention initiatives
- Investigate policy violations of all subordinates in the patrol division unless otherwise directed by the Sheriff
- Any additional duties assigned by the Sheriff or Chief Deputy
- Attend meetings to coordinate patrol activities with other divisions with the department and other agencies
- Approve reports

Other Responsibilities (Marginal Functions)

- Coordinate off duty employment
- Ensure deputies maintain a professional appearance (uniforms and vehicles)
- Public relations

Knowledge, Skills and Abilities:

- Good communication skills both oral and written
- Knowledge of Sheriff's Office Policy and Procedure Manual
- Ability to have flexible work hours

Education, Certificates, and Licenses:

- High School Diploma or GED equivalent

Certificate and Licenses:

- TCOLE certification
- TCOLE Supervisor Course #3737
- All other required TCOLE training
- Masters Certification
- Annual firearms qualification
- Maintain the required in-service hours

Physical Demands:

- Ability to effective the lawful arrest of individuals
- Ability to act during stressful/confrontational situations

Primary Tools and Equipment use

- Firearms
- Taser
- Patrol Unit
- Computer
- Handcuffs
- In-car and Body Worn Camera Systems
- Two way radio

This job description does not constitute an employment between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Llano County for the position of _____ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

Employee's Signature

Date