



## EMPLOYMENT OPPORTUNITY

# LIEUTENANT

**NOTE: THIS IS AN EXEMPT POSITION**

### **SALARY AND BENEFITS**

\$74,455 - \$98,693 Annually, plus benefits

### **FILING DEADLINE**

5:00 p.m., May 17, 2024

### **DUTIES AND RESPONSIBILITIES**

*Under the administrative direction of the Captain/ Division Commander, the Lieutenant assists in the planning, directing and organization of activities of the Lassen County Sheriff's Office; exercises full authority and acts as a Division Commander during the temporary absence of the Captain. The major duties of the job include:*

- Directs the activities of the assigned Division of the Sheriff's Office within guidelines established by the Captain.
- Assists in implementing the goals and objectives of the Sheriff's Office.
- Assists in developing and implementing Divisional procedures.
- Assists in establishing new policies and determining the personnel and equipment requirements of the Division.
- Oversees the Division training program and ensures compliance with state and federal laws, as well as training standards established by the California Board of State and Community Corrections, and the California Commission on Peace Officer Standards and Training.
- In coordination with the Captain and through assigned supervisors, selects, trains, motivates and evaluates personnel; works with employees to correct deficiencies; and implements discipline and termination procedures.
- Establishes and maintains 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 Sheriff's Office 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:

**Education:** Equivalent to the twelfth grade with additional course work in police science, criminal justice or a related field preferred. Successful completion of P.O.S.T. Training.

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

**License:** Possession of a California driver's license may be required by this 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. Qualified applicants are invited to submit an official Lassen County application to:

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

 (530) 251 -8320 

**Opened:** April 29, 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 positions.

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.