

CLAYTON COUNTY, GEORGIA

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CHIEF OF STAFF/SHERIFF

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise, direct, manage, and provide oversight and assistance to the administrative operations within the Sheriff's Office.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Serves as liaison to the department by responding to complaints from citizens, inmates, and other persons concerning incidents or departmental staff.

Coordinates, prepares, administers, and manages specific budgetary matters for the Sheriff's Office; reviews and approves employee payroll.

Reviews and approves all monthly reports and other periodic reports submitted by various divisions or levels of the department. Prepares and maintains files and administrative records. Maintains any Memorandum of Understanding (MOU) or contract that exists between the Sheriff's Office and any other organization.

Completes, prepares, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and other documents associated with daily responsibilities of this position; reviews, processes, forwards, or retains as appropriate. Researches and prepares suggested rules, regulations, policies, and procedures for the division and the department.

Prepares and monitors division budget and assists in the preparation of department budget; reviews accounts payable.

Responsible for auditing procedures; oversees operating procedures for collecting and dispersal of inmate funds, bond dispersals, and receipt and dispersal of various service fees and forfeitures.

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Oversees and coordinates any forfeitures, seizures, and procurement of vehicles and equipment for the department. Maintains guidelines for equitable sharing of federally forfeited property for state and local law enforcement agencies; works with departmental personnel to return property and evidence no longer needed in cases to its rightful owners.

Coordinates the work flow of certain vendors, such as the Barber, and processes and submits invoices to the County Finance Department.

Attends, participates, and/or conducts staff meetings; attends committee meetings and other civic functions as required.

ADDITONAL FUNCTIONS

Answers telephone; provides information, advice, and guidance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary; picks up, delivers, orders, and distributes supplies as needed.

Substitutes for co-workers in temporary absence of incumbent; performs other administrative tasks as assigned.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in Basic Law Enforcement operations; supplemented by six (6) years previous experience and/or training that includes supervisory and law enforcement related work; or any equivalent combination of education, training, and experience for this job. Must possess and maintain a valid Georgia driver's license.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.