

SNOHOMISH COUNTY JOB DESCRIPTION

CORRECTIONS LIEUTENANT

Spec No. 4018

BASIC FUNCTION

To supervise all jail operations on assigned shift.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates jail activities directly and through subordinate supervisors; supervises officers assigned to housing areas, internal transportation, control room and reception areas; directs work of supervisors in booking/release and court transportation sections.
2. Determines staffing needs based on court and operational requirements; coordinates training and cross-training with the Corrections Captain; establishes work schedules to ensure adequate staffing.
3. Directs, supervises and evaluates the work of subordinates; recommends various personnel actions to the Corrections Captain, including selection, promotion, reassignment and discipline.
4. Coordinates services of medical, counseling and food service personnel.
5. Controls jail in emergency situations; establishes a command post, dispatches Emergency Response Team and makes necessary emergency job assignments.
6. Acts as a member of the classification committee to determine inmate housing assignments; assigns inmates as inmate workers.
7. Maintains staff discipline; sits on disciplinary boards and makes disciplinary recommendations.
8. Prepares and reviews a variety of reports as required.

STATEMENT OF OTHER JOB DUTIES

9. Performs related duties as required.

MINIMUM QUALIFICATIONS

Must hold the rank of Corrections Sergeant, or Support Supervisor hired prior to January 1, 2010, in the Snohomish County Sheriff's Office Corrections Bureau and have at least two (2) years of current experience at that rank as of the closing date for filing of applications. Must be a lawful permanent resident or United States citizen. Must pass job related tests.

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SPECIAL REQUIREMENTS

No maximum age. A valid Washington State Driver's License, unrestricted except as to vision, is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Washington State civil and criminal codes relating to the operation of jails and rights of prisoners
- the principles and practices of correctional facility safety and security
- the judicial and criminal justice system
- local, state and federal social service resources and agencies
- the principles and practices of effective supervision

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees
- read, interpret and apply work related laws, rules and regulations
- analyze and solve work related problems and make decisions under pressure
- communicate effectively with people of all ages and from a variety of cultural economic and ethnic backgrounds
- prepare a variety of reports and other written materials
- establish and maintain effective working relationships with prisoners, criminal justice system officials, community agency staff, other county employees and the general public;
- qualify periodically in weapons and yoshida use

SUPERVISION

Employees report to the Corrections Captain. The work is performed with considerable independence in accordance with established policies and procedures. Employees supervise the work of corrections sergeants, custody deputies, clerical staff and other personnel as assigned.

WORKING CONDITIONS

The work is performed in a maximum security detention facility. Employees are required to work various shift assignments including weekends, nights and holidays as required.

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

[EEO policy and ADA notice](#)

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Class Established: August 1985 as Shift Commander

Previous Spec No. 524555

Revised and Retitled: July 1990 as Corrections Lieutenant, February 2004 to Corrections Captain, April 2010 as Corrections Lieutenant

Revised: April 1994, January 1996, February 2010, June 2018

EEO Category: 2 - Professionals

Pay Grade: 844 - Corrections Lieutenants and Sergeants Pay Plan

Workers Comp: 6905 Law Enforcement