REVISED 22 JUN 1990

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Sheriff's Captain	CODE: 02097
	MAJOR AGENCIES: County Sheriff	JURISDICTION: County

FUNCTION: Under general direction from sheriff's major or other administrative supervisor, serves as assistant to major division or bureau supervisor or supervises patrol post or other large section or unit in division or bureau;

-PERFORMS RELATED DUTIES AS REQUIRE:

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Supervises personnel & operations of patrol post or assists in supervising personnel & operations in division or bureau or supervises operation of large section or unit within department.	Knowledge of (1) employee training & development, (2) management*, (3) public relations, (4) state & federal criminal laws & regulations, (5) police methods & procedures; skill in (6) operating police equipment; ability to (7) define problems, collect data, establish facts & draw valid conclusions, (8) calculate fractions, decimals & percentages, (9) prepare meaningful, concise & accurate reports, (10) gather, collate & classify information about data, people or things, (11) handle sensitive inquiries from & contacts with officials & general public, (12) demonstrate physical fitness.
2		Makes investigations of difficult criminal cases; reviews evidence & reports submitted by subordinates in connection with investigations.	Knowledge of 3, 4, 5; skill in 6; ability to 7, 8, 9, 10, 11, 12.
3		Handles correspondence, directs preparation of reports & maintains office records; attends conferences & meetings pertaining to department operations.	Knowledge of 3, 4, 5; skill in 6; ability to 7, 8, 9, 10, 11, 12.

*Developed after employment

(31) 133:1-8-02

UNUSUAL WORKING CONDITIONS:

Exposed to physical harm; may work outside exposed to weather.

MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)* Requires possession of certificate of having successfully completed approved basic peace officer training program per Section 109.77(A) of Revised Code, plus: 1 yr. service as Sheriff's Lieutenant, 02096, or other length of service at lower rank as required by bargaining contract. Valid driver's license. Probationary period may be 1 yr. if requested by appointing authority and approved by Director of Administrative Services.