

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

13 Lieutenant - Sheriff
\$62,670.40/yr - 40 hrs./wk.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept this position you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) & Child Abuse History (<https://www.compass.state.pa.us/cwis/public/home>) at your cost prior to your hire date as a condition of employment.

POSTED: 09/16/26

REMOVE: 9/21/26

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: LIEUTENANT SHERIFF

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide supervision of deputy personnel, to enforce federal, state, and local laws, to serve legal processes of courts, to provide courtroom services, and to protect life and property.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Works directly under the Chief Deputy. Must be available on call 24 hours a day. Must be able to make decisions that may affect the entire County standard operating procedures.

Assists the Chief Deputy with managing and administering either personally or through subordinate supervisors, the day to day operations and activities of the Sheriff's Office.

Works with the Sheriff and Chief Deputy in preparing the department's long term management plan. Meets with subordinate supervisors regarding policies affecting the administration of the department and discuss and resolve operation problems.

Assists the Chief Deputy with all office investigations and helps the Chief Deputy assign cases for follow up investigation.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. Interviews candidates for employment makes hiring and firing recommendations to the Sheriff and/or Chief Deputy.

Coordinates daily work activities; organizes and prioritizes workload; prepares task assignments; modifies schedules to ensure adequate coverage in the field and in the office; maintains attendance records; monitors daily activities and performance of duties; schedules vehicle maintenance for department fleet; troubleshoots problem situations.

Instructs new personnel on proper protocol and procedures of the division/department; guides personnel to meet Sheriff's Office goals and to comply with directives and standard rules and regulations.

Enforces all local and state codes, ordinances, laws and regulations in order to protect life and property and to maintain law and order.

Ensures adherence to established policy and procedures; monitors work environment and use of equipment to ensure safety of employees and other individuals.

Patrols county to prevent or observe criminal acts and traffic violations, to investigate crimes, and to arrest and/or issue citations to violators; responds to emergency/high risk calls, non-emergency calls, and calls for service.

Provides assistance and backup support to deputies or other law enforcement personnel/agencies as necessary; monitors activities of deputies and safety factors to ensure the safety of subordinates.

Monroe County, Pennsylvania • Lieutenant - Sheriff

Maintains records pertaining to employee attendance, available vacation/sick benefits, and other personnel/payroll issues; reviews/approves time sheets for shift personnel.

Reviews operational problems and recommends changes in procedures and policies.

Delegates service of and/or serves various civil papers, summons, subpoenas, and felony and misdemeanor warrants; locates and arrests individuals named in warrants; requests NCIC checks on arrestees.

Performs extradition of alleged criminals from other jurisdictions to satisfy open warrants; executes lunacy or juvenile pickup orders.

Transports prisoners to county jail, medical facilities, mental institutions, juvenile detention center, or elsewhere as appropriate; ensures safety and security during transport.

Provides assistance and first aid to victims of violent acts, industrial accidents, motor traffic accidents, and other mishaps.

Exchanges information with dispatchers, attorneys, court personnel, medical examiner, fire and EMT personnel, medical professionals, and other departments and agencies; communicates effectively on law enforcement radio.

Responds to questions, complaints, and requests for information from inmates/prisoners, students, the general public, clergy, utility companies, officers, employees, and supervisors.

Prepares for and attends courtroom hearings and judicial proceedings; provides testimony as required.

Assists with courtroom and courthouse security; enforces all the rules and regulations of the courtroom and/or jail; escorts inmates to various parts of the jail or court facility.

Responsible for being the direct liaison for the Sheriff's Office with PSP and the Monroe County Control Center regarding CLEAN Administration questions, audits, training, records, files, certifications and recertification matters. Terminal Agency Coordinator (TAC Officer); assures compliance with all PSP regulations.

Mediates disputes between neighbors, in domestic situations, and in the business community; may employ weapons or force to maintain order.

Reviews, edits, and approves reports written and documents processed by deputies and subordinates to ensure accuracy.

Documents all activity conducted in assigned position; maintains current field and code manuals, policies and procedures, employee handbooks, various maps, and related material for reference and/or review.

Attends meetings and in-service training as required to maintain knowledge of departmental/county operations, to promote improved job performance, and to maintain knowledge of changing policies, procedures, codes, and laws.

Completes, prepares, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; maintains records and files.

Cooperates with federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within county jurisdiction.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

May perform or assist with special operations, investigations, and/or other activities such as drug task force, training, communications, and/or other duties as assigned.

Assists with interdepartmental duties and county activities which may include taking photographs and fingerprints, and verifying and processing warrants, summons, and related paperwork, directing traffic, assisting with animal control, providing security at social events and sports activities, special escorts, crowd/riot control, or other special assignments.

Performs various administrative tasks which may include typing, photocopying, faxing, shredding, and/or filing documents, receiving, stamping, and distributing mail/documents, maintaining office equipment, issue, order, and/or maintain inventory of supplies and/or equipment, and computer data entry/retrieval.

Maintains cleanliness of vehicle; refuels, checks fluids and tires, and requests service and/or repairs as needed; maintains weapons and equipment in functional and presentable condition.

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Provides customer service to the general public at front desk; schedules and conducts courthouse tours.

Attends community meetings and assists with community activities, programs, and crime prevention; may promote, coordinate, teach, and/or participate in Drug Abuse Resistance Education (DARE) program.

May be required to regularly work on various shifts, weekends, and/or holidays as deemed necessary; substitutes for co-workers in temporary absence of same.

Provides assistance or coverage to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associates Degree in Criminal Justice OR High school diploma; supplemented by 4 years of military service, college level course work or vocational training in Criminal Justice, Public/Business Administration, or a related field; supplemented by five (5) years or progressively responsible supervisory experience and/or training that include government involving law enforcement, criminal investigations, and police administration. Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Pennsylvania driver's license. Must meet all promotional eligibility requirements. Must be at least 21-years of age. Must be a U.S. Citizen or resident status. Must be certified as a law enforcement officer in accordance with Pennsylvania Act 120 or Act II. Must be certified in Cardiopulmonary Resuscitation (CPR) and first aid. Must be licensed and qualified to operate a firearm. May be required to attain and maintain additional certifications.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, smoke, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, chemicals, violence, disease, or pathogenic substances.

Monroe County, Pennsylvania, 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.