

## **JOB TITLE: SHERIFF'S LABOR SUPERVISOR**



Department: Sheriff - Jail  
Supervisor: Sergeant - Jail  
Supervision Exercised: Supervises persons assigned to Sheriff's Labor Program  
Exempt Status: Hourly, Part-Time  
Benefits Eligibility Status: Eligible  
BOCC Approval: 04/02/2024

### **SUMMARY**

Supervises individuals who are sentenced to the Sheriff's Labor Program.

Incumbent performs work that involves a variety of work situations that involve a moderate degree of complexity. Work requires the exercise of initiative, independent judgment and discretion insofar as incumbent applies standards and procedures to variable situations. Incumbent regularly interacts with the on-duty supervisor. Incumbent communicates with others both inside and outside the organization. Impact is usually limited to the department level and those who are sentenced to the Program. Work is typically performed with a County vehicle. Travel is regular, within the County.

### **ESSENTIAL FUNCTIONS**

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Supervises individuals assigned to the Sheriff's Labor Program in a professional manner. Completes
- reports regarding unusual incidents that take place during the shift.
- Maintains regular communication with on-duty detention sergeant.
- Verifying identity of participants with valid photo ID and collects fees for the day.
- Maintains equipment, including vehicles assigned to the Sheriff's Labor Program.

### **SECONDARY FUNCTIONS**

- Performs all other duties as assigned.

### **JOB SPECIFICATIONS**

- Sufficient combination of knowledge, skills, and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent. Must be a resident of the United States.
- Must be able to pass a background check and polygraph.

- Ability to work with individuals possessing a wide variety of personalities and behaviors. Ability to assess behavioral considerations and modify treatment accordingly to ensure appropriate safety.
- Ability to maintain high levels of confidentiality as they pertain to individuals or information that they hold that the incumbent may be subject to during the normal course of the job.
- Ability to perform those physical requirements needed to perform the essential functions of the job.
- Ability to communicate effectively, both orally and in writing. Most communication is made in face-to-face settings with some written communication required for report writing and other paperwork.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.

### **PHYSICAL ABILITIES & WORKING CONDITIONS**

Sheriff's Labor Supervisor have unique job functions, some of which can be physically demanding. A supervisor's capability to perform those functions can affect personal and public safety.

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual hearing, talking, standing and routine, sedentary work; regular walking, occasional crouching, grasping, stooping, and reaching. Frequent lifting, pushing, and pulling in weights of 50 pounds.

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**Disclaimer:** This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_