

Fort Bend County Job Description

Job Title:	Captain	Job Code:	J14034
Department:	Sheriff's Office	Department Number:	5601
Supervisor:	Major	FLSA Status:	E
Supervises:	Lieutenants Sergeants Corporals Records Supervisor Communication Supervisor Records Clerks Tech Specialist Administrative Assistant	Job Grade:	14
SIP/DOT:	SIP	Policy Group:	LE

Job Summary: Responsible for overall activities of the Division to ensure efficient operation and to provide assistance to Sheriff's Office and other agencies. Ensures compliance with state and federal laws. Participates in planning of programs, policies or objectives for own work group, department, and other agencies.

Essential Duties and Responsibilities:

- May be assigned duties in Patrol Division, Support Services Division, Academy or CID Division.
- Meets with subordinates to update events, special notices, and/or assignments.
- Manages daily operation of division; Responds to inquiries from other units and other agencies.
- Responsible for preparing and/or reviewing performance appraisals. Approves new employee selection, promotions/transfer, salary increase and/or disciplinary action.
- Responsible for preparation and maintenance of department budget. Tracks or monitors budget expenditures. Review and approves/denies equipment requests.
- Assists and/or instructs other employees with their duties; Provides instruction as required; Assigns and plans work of others; Acts on employee problems.

Created: _____

Modified: October 2009

Replaced by: _____

Page 1 of 4

Department Review: _____

Fort Bend County Job Description

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Department: Sheriff's Office Department Number: 5601

- Establishes standards and/or priorities and ensures that established standards are met by others.
- Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM JOB REQUIREMENTS:

Knowledge: Bachelor's degree in Criminal Justice, Business or Computer Science.

Experience: 7 years job related experience.

Skills and Abilities: Excellent verbal and written communication, management and supervisory, and organization skills. Also excellent interpersonal skills and ability to deal effectively with the public, other employees, and elected officials.

Special Requirements: Advanced TCLEOSE Certification. Valid Drivers License.

Essential Behavioral Expectations: Fort Bend County employees are expected to use professional courtesy, discretion and sound judgment when engaging in any contact with co-workers, customers, vendors, visitors and/or other Fort Bend County employees. Employees are also responsible for but not limited to, the following behavioral expectations: maintaining confidentiality of business knowledge and employee information, maintaining professional relations while engaging in job related tasks, cooperating with others to resolve conflict and achieve goals, maintaining a pleasant attitude while leaving personal business or issues/problems outside of the work place.

Created: _____

Modified: October 2009

Replaced by: _____

Page 2 of 4

Department Review: _____

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Equipment Used:

Telephone	Radio Equipment
Personal Computer	Electronic Test Equipment
Fax Machine	Audio Equipment
Calculator	Video Equipment
Photocopier	Weapons
Camera	Automobile

Contacts: Daily contact with co-workers, department employees in person or on the telephone to provide service and/or information; Frequent contact with employees in other departments, and the public in writing, in person, or on the telephone to provide service and/or information, exchange routine information, and evaluate bids for services and products and locate same; Occasional contact with elected officials, regulatory agencies to make presentations.

Supervision Required: Sets standards and establishes guidelines subject to organizational parameters.

Physical Demands: Daily use of hands and/or fingers to grasp, handle, pick-up pinch, type or feel; Daily standing, walking, sitting, talking and listening; Frequent reaching with hands or arms; Occasional lifting of objects up to 40 pounds, climbing or balancing, stooping, crouching or kneeling; Close vision, ability to distinguish color, peripheral vision, and ability to adjust focus.

Work Environment: Work is performed in a climate-controlled private office open to office traffic and work is performed in a vehicle, away from the office, less than 10% of the time; Job requires exposure to weather conditions; Worker is subject to physical hazards from traffic and physical harm as the result of confrontations and/or use of deadly force; Noise level is moderate.

Created: _____
Modified: October 2009
Replaced by: _____

Page 3 of 4

Department Review: _____

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Physical demands and work environment characteristics described are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Created: _____
Modified: October 2009
Replaced by: _____

Page 4 of 4

Department Review: _____