



**JOB SUMMARY:** This is an entry level law enforcement position responsible for providing law enforcement services to the citizens of Shelby County. Deputies are expected to participate in activities such as protecting life and property, preserving the peace, preventing and suppressing crime, and apprehending criminals. Deputies must complete all other duties as assigned.

**REPORTS TO: Sergeant Deputy Sheriff**

**ESSENTIAL FUNCTIONS:** (Actual duties may vary by assignment)

**Performs/Assists all constitutionally mandated duties of Sheriff**

- Officer of the Court
- Civil Court paper service
- Security
- Electoral duties
- Organizes and serves lawful arrest warrants

**Provides patrol and traffic related services**

- Responds to calls in the patrol area received from dispatch via radio or the MDT
- Responds to routine and dangerous situations encountered while on patrol
- Makes lawful arrests of individuals with outstanding warrants
- Transports offenders to jail and ensures the safety of the offender
- Pursues fleeing offenders
- Works municipal law enforcement contracts, as directed by the Sheriff
- Enforces the law and identifies civil disputes

**Transports prisoners and emotionally disturbed persons**

- Transports persons wanted by Shelby County from other jurisdictions
- Serves commitment orders and transports individuals to hospital psychiatric units
- Searches the vehicle for contraband after every transport
- Ensures offenders leaving contraband in the transport vehicle are appropriately charged
- Searches prisoners to ensure deputy safety
- Plans and oversees high-risk transports

**Secures crime scenes**

- Secures a crime scene by denying entry to any unauthorized individuals
- Renders aid in time of emergency (e.g., first aid, CPR, Narcan, etc.)
- Provides information to the dispatcher regarding suspects
- Secures suspects, weapons, or other evidence
- Documents scene contamination
- Understands the Incident Command System and Responses



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### **Interviews witnesses**

- Locates and questions any witnesses
- Identifies the true identity of witnesses
- Obtains contact information
- Documents interview statements
- Separates witnesses
- Conduct legal "show ups"

### **Investigates crimes**

- Identifies, locates, and interviews suspects
- Manages caseloads and database information
- Testifies in court and grand jury
- Coordinates with other agencies (e.g. other law enforcement, district attorney, DHR, CACs) to bring cases to conclusion
- Participates in multi-disciplinary team (e.g. sex assault cases)
- Verifies, coordinates and manages Sex Offender Registry
- Advises suspects of their Miranda Rights
- Searches vehicles, persons, dwellings, and buildings for evidence
- Determines whether sufficient elements of an offense exist to make an arrest
- Communicate with victims of crimes
- Utilizes victim advocacy groups to aid in victim recovery
- Conducts crime scene investigations as assigned
- Operates technical investigative equipment and utilizes scientific resources
- Operates crime scene documentation equipment
- Maintain chain of custody of evidence and transport evidence to proper storage location
- Assists other agency investigations, as directed by the Sheriff

### **Responds to emergency situations**

- Determines what assistance is required
- Evacuates occupants of buildings and surrounding areas
- Maintains the security of the emergency area and controls crowds
- Ensures all parties are safe and under control
- Secures the scene
- Communicates immediate needs and updates to appropriate supervisor
- Utilizes the proper emergency vehicle equipment
- Ensure that injured parties receive needed medical attention
- Can provide limited medical attention as trained (e.g., BLS, CPR, AED)
- Utilizes necessary legal force to protect the life of the deputy or others

### **Responds to non-emergency situations**

- Assesses the situation and determines if backup is needed
- Properly restrains any violent or aggressive individuals



- Ensures all parties are safe and under control
- Assists injured parties
- Detains potential suspects or offenders

### **Responds to DUI observations, indicators, or calls**

- Performs traffic stops to ensure the safety of offender, general public, and deputy
- Arrests offender, if warranted
- Performs a search incident to arrest of the offender
- Arrests individuals with outstanding warrants
- Transports offenders to jail
- Operates DMT unit
- Administers implied consent

### **Inspects and maintains equipment**

- Conducts a visual inspection of the patrol vehicle or transport van for damage
- Checks emergency lights and sirens to ensure proper functioning
- Checks radio to ensure it is operational and functioning properly
- Ensures lighting equipment is operable
- Ensures weapons are functioning properly (pistol, AR-15, less-lethal launcher, Taser)
- Reports critical vehicle maintenance needs to Fleet Manager
- Ensures that regularly scheduled maintenance is completed
- Maintains accountability of all assigned equipment
- Ensures that all assigned equipment is kept in working order or replaced as necessary

### **Serves warrants**

- Verifies the criminal charge printed on warrants
- Attempts to locate the person who should be served the warrant
- Confirms identity of potential arrestees to that of the warrant
- Develops human intelligence on persons with arrest warrants
- Performs legal entries into permissive and nonpermissive structures in the search for suspects or wanted individuals
- Detains, arrests and searches offenders
- Transports offenders to jail
- Transfers custody of offender to booking officer
- Relays required transfer of custody information to the Jail

### **Completes reports, forms, and paperwork**

- Composes narrative descriptions required for various reports
- Completes documentation necessary to transmit evidence
- Completes incident and supplemental reports (e.g. I/O, pursuit, Use of Force)
- Completes arrest reports
- Submits appropriate paperwork and forms to Jail booking officer



- Secures evidence in property locker and completes required forms

**Provides Community Crime Suppression and Deterrence**

- Provides safety and security at educational centers
- Provides community resources
- Attends community events and HOA meetings

**May be required to perform other tasks as assigned by supervisor.**

**SUPERVISION EXERCISED: None**

**KNOWLEDGE, SKILL, & ABILITIES:**

**Knowledge of:**

- United States constitutional laws
- Applicable laws and court hearings governing search and seizure
- Federal and State laws, rules, and regulations
- The Alabama Criminal Code
- Police liability issues
- Shelby County Sheriff's Office Standard Operating Procedures (SOPs)
- The procedures governing body searches, span of control, and stop and frisk
- The procedures for the detention and arrest of suspects or known assailants
- Forms including Incident/Offense, traffic citations, etc.
- The force continuum and issued weapons
- Defensive tactics
- Deputy safety procedures
- Procedures for responding to domestic disputes
- Assigned patrol areas

**Skill in and/or Ability to:**

- Arrive at work on time and on scheduled days
- Think critically and rationally
- Detect abnormal behavior
- Recognize deception
- Recognize nonverbal communications cues
- Resolve conflicts
- React quickly and calmly in emergency situations
- Adapt to rapidly changing situations
- Maintain composure
- Convey a sense of confidence
- Exhibit the appropriate level of firmness
- Work as a member of a team
- Work independently
- Accept responsibility for one's own mistakes



- Control one's emotions
- Communicate orally
- Communicate with persons of different backgrounds, ethnicity, or cultures
- Communicate in writing
- Understand and explicitly follow written and oral instructions
- Function under stress
- Follow instructions and lawful orders
- Shoot a firearm
- Operate a motor vehicle
- Be dependable
- Work alone for long periods of time
- Maintain physical conditioning to safely perform the essential functions of this job
- Make reasonable decisions
- Make decisions quickly under stress
- Work assigned shifts which are 365/24 and include days and nights

**MINIMUM REQUIREMENTS:**

Citizenship: United States citizen

Age: 21 years of age or older

Education: High School Diploma or GED

**OTHER REQUIREMENTS:** Applicants must pass a physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph, and interviews prior to appointment. Applicants shall be required to meet State Minimum Standards for Law Enforcement Officers, and be able to complete State standard minimum training requirements after initial hiring and within the required time frame.

**PREFERRED REQUIREMENTS:**

- Bachelor's or Associate's degree in job-related field.
- APOST Certification

**PHYSICAL REQUIREMENTS:**

- Must meet Alabama Police Officer Standard Training Requirements (APOST)
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills



**DEPUTY SHERIFF**  
EFFECTIVE NOVEMBER 21, 2023

**WORKING CONDITIONS:** This position has a high risk of personal injury as compared to the general population. Work environment involves exposure to a number of adverse conditions arising from nature, criminal and negligent conduct of citizens, extended exposure to traffic, weather, etc.

**Examinations:** Written and/or performance examination(s) will be required for this position. Applicants are also screened and certified based on an evaluation of their education, training, experience and other factors set forth by the appointing authority.

**Background Check:** All applicants must satisfactorily complete a background investigation and an in-person interview.

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

**FLSA STATUS: Non-Exempt**

**Shelby County is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.**





## SERGEANT DEPUTY SHERIFF

EFFECTIVE NOVEMBER 21, 2023

**JOB SUMMARY:** A Sergeant Deputy Sheriff is a first line supervisor and actively participates in the activities of Shelby County Law Enforcement Officers. Sergeants will often assume complete charge in the absence of a higher-ranking officer and work independently in performing regularly assigned duties. Sergeants must be able to perform all subordinate duties and complete all other duties as assigned.

**REPORTS TO: Lieutenant Deputy Sheriff**

**ESSENTIAL FUNCTIONS:** (Actual duties may vary by divisional assignment)

### **Manages assigned area**

- Prepares budgetary requests and pursues justification for needed personnel and equipment
- Recommends changes to the Standard Operating Procedures
- Sets goals and objectives for self and subordinates
- Develops operational plans at the shift and/or unit level
- Gathers, sorts, organizes, approves, and distributes paperwork
- Manages and leads personnel in both office and field assignments
- Coordinates staffing by considering and planning for anticipated and unanticipated absences
- Prepares and informs subordinates of the work schedule
- Interacts with members of the community, media, and other agencies to provide information
- Coordinates all activities within the assigned unit or shift
- Maintains equipment and supplies assigned to personnel by conducting visual and physical inspections
- Reviews reports and documentation submitted by subordinates
- Provides training opportunities to other employees by developing and conducting training sessions

### **Performs supervisory duties**

- Communicates and relays directions at active scenes
- Relays information to other personnel or agencies responding to a crime scene
- Supervises specialty units (e.g., TRU, CNU, Honor Guard)
- Responds to crime scenes to provide oversight and guidance
- Ensures minimum staffing is scheduled for every shift
- Ensures proper scheduling and timesheet management
- Counsels and disciplines subordinates
- Trains and evaluates subordinates
- Ensures sound communication with the chain of command

### **Provides patrol and traffic-related services**

- Provides back-up and support to deputies in the field





## SERGEANT DEPUTY SHERIFF

EFFECTIVE NOVEMBER 21, 2023

- Responds to calls from dispatch (received via radio or the MDT) while in the patrol area
- Responds to situations encountered on patrol (e.g., traffic accidents, suspicious persons)
- Responds to calls for service
- Requests emergency medical equipment
- Requests additional units as needed
- Confirms and directs activity with Shelby County 911 (e.g., manages calls for service, prisoner transports, warrant confirmations)
- Maintains supervisory control over calls and pursuits
- Manages crime scenes and approves call outs
- Provides oversight for arrest warrant service

### **Responds to calls for service**

- Provides situational awareness to the Special Operations Group resources
- Determines if back-up or other assistance is required
- Restrains violent or aggressive individuals
- Determines whether an incident is criminal or civil
- Renders aid in time of emergency (e.g., first aid, CPR)

### **Reviews and completes reports, forms, and paperwork**

- Reviews written reports submitted by shift or unit personnel
- Composes written notes at incident scene
- Completes block entries and checklist information required by various reports
- Completes internal administrative forms (e.g., internal affairs, counseling forms, evaluation forms)
- Prepares case notes documenting conversations with witnesses and suspects
- Prepares miscellaneous reports (e.g., first report of injury, arrest report, I/o report)
- Distributes work products (e.g., evaluations, use of force, accident reports) up the chain of command
- Completes documentation necessary to maintain the chain of custody for evidence

### **Conducts self-development and training activities**

- Attends in-service training
- Attends external training approved and directed by the Sheriff (e.g., seminars, conferences, schools)
- Reviews departmental manuals, directives, criminal justice textbooks, court decisions, and amendments to laws
- Trains on newly-assigned specialized equipment
- Qualifies on the firing range





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### **Conducts investigations of criminal acts**

- Sets priorities for ongoing investigations of criminal cases
- Assigns cases to investigators and provides guidance
- Provides daily briefings on all CID assigned cases of importance
- Ensures evidence is properly collected, handled, and stored
- Completes a crime log listing individuals entering or leaving a crime scene
- Advises the chain of command of the crime scene situation or activity
- Completes an evidence transmittal form
- Coordinates with the evidence custodian on cases (e.g. destruction orders, condemnations)

### **Serves on the multidisciplinary team (e.g. MDT CACs)**

- Can perform internal investigations and administrative investigations
- Trains subordinates as investigators and manages the new investigator training program
- Testifies in court and on grand jury
- Oversees active investigations
- Coordinates with other agencies (e.g. DA Office, CACs, DHR)

### **Inspects, monitors, and maintains police equipment and other physical resources**

- Inspects vehicles and ensures all equipment is operational
- Examines assigned equipment and schedules any necessary maintenance
- Conducts inspections of subordinates' equipment, uniforms, etc.
- Ensures weapons are functioning properly
- Repairs weapons

### **Completes Administrative Duties**

- Conducts administrative duties to include recruitment, hiring, civil, outreach & training
- Drafts press releases, manages social media content
- Supervises administrative personnel & oversees workflow of records
- Manages training center & departmental training
- Oversees civil processes including court orders and evictions

**May be required to perform other tasks as assigned by supervisor.**

**SUPERVISION EXERCISED: Deputies and other assigned staff**

### **KNOWLEDGE, SKILL, & ABILITIES:**

#### **Knowledge of:**

- United States constitutional laws



## SERGEANT DEPUTY SHERIFF

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- Applicable laws and court decisions governing search and seizure with a warrant for both personal and property searches
- Federal and State laws, rules, and regulations
- The Code of Alabama
- Departmental policies concerning weapons
- The procedures governing body searches, span of control, and stop and frisk
- The procedures for the detention and arrest of suspects or offenders
- The force continuum and weapons systems
- Defensive tactics
- Response to resistance techniques and equipment
- Deputy safety procedures
- The procedures used for securing and protecting a motor vehicle accident scene
- Procedures for responding to domestic disputes
- Assigned patrol areas
- The criminal investigation process
- Management, human resources requirements and leadership

### **Skill in and/or Ability to:**

- Arrive at work on time and on scheduled days
- Respond to situations in a way that does not further escalate a situation
- Function under stress
- Remain alert for a complete watch/shift
- Arrive at work on time and on scheduled days
- Be aware of one's surroundings
- Detect abnormal behavior by members of the public
- Make decisions in a timely manner
- React quickly and calmly in emergency situations
- Stay calm in a crises
- Adapt to rapidly changing situations
- Control one's emotions (i.e., not lose temper) and remain professional
- Direct the actions of subordinates
- Provide leadership
- Make decisions based on logic and sound reasoning
- Shoot a firearm
- Operate a motor vehicle
- Work effectively and to make sound judgments

### **MINIMUM REQUIREMENTS:**

Citizenship: United States

Age: 21 years of age or older

Education: Bachelor's Degree from an accredited university (Some exceptions may apply as outlined in the SCLEPB Rules and Regulations.)





## SERGEANT DEPUTY SHERIFF

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**Experience:** The employee must have four (4) years' experience as a full time, certified sworn law enforcement officer, three (3) of which are with the Shelby County Sheriff's Office.

**Other:** Applicants must pass a physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph, and interviews prior to initial hiring with the Shelby County Sheriff's Office. Sergeant Deputy Sheriffs must also be able to perform the essential functions of the Deputy Sheriff position.

### **PHYSICAL REQUIREMENTS:**

- Must meet Alabama Police Officer Standard Training Requirements (APOST)
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

**WORKING CONDITIONS:** This position has a high risk of personal injury as compared to the general population. Work environment involves exposure to a number of adverse conditions arising from nature, criminal and negligent conduct of citizens, extended exposure to traffic, weather, etc.

**Examinations:** Written and/or performance examination(s) will be required for this position. Applicants are also screened and certified based on an evaluation of their education, training, experience and other factors set forth by the appointing authority.

**Background Check:** All applicants must satisfactorily complete a background investigation and an in-person interview.

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

**FLSA STATUS: Non-Exempt**

**Shelby County is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.**





## LIEUTENANT DEPUTY SHERIFF

EFFECTIVE NOVEMBER 21, 2023

**JOB SUMMARY:** Deputy Sheriff Lieutenants manage the activities of specialized functions within the Sheriff's Office, supervise staff, and oversee and complete administrative duties. Work is performed under general orders of the Sheriff or other higher-ranking supervisor. Lieutenants must be able to perform all subordinate duties and complete all other duties as assigned.

**REPORTS TO:** Captain – Division Commander

**ESSENTIAL FUNCTIONS:** (Actual duties may vary by divisional assignment)

**Participates in strategic planning activities in various meetings, and reviewing and developing policies, procedures, and operations.**

**Manages assigned shift, specialized unit of division, personnel, and other resources**

- Maintains records on all financial transactions involving federal and state agencies and seizures
- Reads I/o and arrest reports and makes case assignments
- Monitors radio and MDT for call activity
- Directs personnel to calls for service
- Develops contingency plans
- Manages and leads specialty units (e.g., TRU, CNU, Honor Guard)
- Schedules personnel and maintains minimum shift levels
- Mentors and guides all subordinate staff members
- Approves time off and oversees time management system at the command level
- Coordinates with Shelby County 911 on work related issues
- Develops statistics to direct unit activities
- Directs subordinate supervisors

**Performs supervisory duties**

- Coordinates the implementation of preplanned emergency procedures
- Develops operational plans and post-plan after action reports
- Responds to all major critical incidents to provide scene oversight
- Responds to all calls requiring a supervisor's presence
- Performs and oversees Internal Affairs and Administrative Investigations as directed by the Sheriff
- Receives and investigates complaints
- Develops policy and manages CALEA proof collection
- Builds, oversees, and trains functional teams and units in both field and office environments
- Coaches subordinates by conducting performance evaluations, monitoring performance, providing advice and consulting with peers and other supervisors.



## LIEUTENANT DEPUTY SHERIFF

EFFECTIVE NOVEMBER 21, 2023

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### Responds to call for service

- Serves as the incident commander in emergency situations
- Coordinates the evacuation of buildings and surrounding areas in emergency situations
- Determines what units and/or resources are needed (e.g. call out situations)
- Maintains area security during an emergency
- Coordinates with all incoming units
- Provides and manages crowd control
- Restrains violent or aggressive individuals
- Ensures all parties are safe and the situation is under control
- Renders aid in an emergency (e.g., BLS, first aid, CPR)
- May act as a scene public information officer when needed

### Completes reports, forms, and paperwork

- Composes written notes at incident scene
- Completes internal administrative forms
- Approves Use of Force and Pursuit forms
- Prepares case notes documenting conversations with witnesses and suspects
- Completes documentation necessary to maintain the chain of custody for evidence
- Submits appropriate paperwork and forms to Corrections booking officer

### Conducts investigations of criminal acts

- Monitors active investigations to ensure constitutional protection and civil rights
- Ensures evidence is properly collected, handled, documented, and secured
- Requests or serves subpoenas to obtain information to be used in investigating a crime
- Advises suspects of their Miranda Rights
- Secures a crime scene by denying entry to unauthorized individuals
- Completes a crime log of all individuals entering or leaving a crime scene
- Approves all criminal investigations division case outcomes
- Maintains an active case load over all CID cases and oversees each case
- Coordinates with the multidisciplinary Team (MDT)
- Coordinates with the District Attorney on criminal procedure and active investigations
- Coordinates with other agencies
- Approves subordinate sergeant case files

### Inspects, monitors, and maintains police equipment and other physical resources

- Inspects vehicles for overall proper operation, maintenance, and appearance
- Ensures all equipment installed in vehicle is operational (e.g., MDT, siren, lights, first aid kit, radio, etc.)



## LIEUTENANT DEPUTY SHERIFF

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- Ensures weapons (AR-15, less-lethal launcher, pistol, Taser) are functioning properly
- Ensures GPS in assigned unit is functioning properly

**May be required to perform other tasks as assigned by supervisor.**

**SUPERVISION EXERCISED: Sergeants and assigned civilian staff**

### **KNOWLEDGE, SKILL, & ABILITIES:**

#### **Knowledge of:**

- United States constitutional laws
- Applicable laws and court decisions governing search and seizure with a warrant for both personal and property searches
- Federal and State laws, rules, and regulations
- The Code of Alabama
- Police liability issues
- Jail liability issues
- Shelby County Sheriff's Office Standard Operating Procedures (SOPs)
- Departmental policies concerning weapons
- Shelby County Sheriff's Office records management software
- The procedures and court decisions governing body searches, span of control, and stop and frisk (Terry stop)
- The procedures for the detention and arrest of suspects or offenders
- The force continuum
- Defensive tactics
- The use of force techniques and equipment
- Deputy safety procedures
- Procedures for responding to domestic disputes
- Procedures for crowd control
- The criminal investigation process
- The Shelby County roads and highways
- Shelby County Jail Inmate Handbook
- Applicable laws and court decisions governing the care, custody and control of inmates

#### **Skill in and/or Ability to:**

- Communicate with persons of different backgrounds, ethnicity, or cultures
- Understand and explicitly follow written and oral instructions
- Resolve conflicts
- Provide oversight
- Function under stress
- Arrive at work on time and on scheduled days
- Be aware of one's surroundings



## LIEUTENANT DEPUTY SHERIFF

EFFECTIVE NOVEMBER 21, 2023

- Recognize and appropriately address potentially sensitive situations
- Think critically and rationally
- Anticipate and consider the likely consequences of various courses of action
- React quickly and calmly in emergency situations
- Stay calm in a crisis
- Adapt to rapidly changing situations
- Control one's emotions (i.e., not lose temper) and remain professional
- Attend to multiple activities at the same time
- Work independently
- Accept responsibility for one's own mistakes
- Direct the actions of subordinates
- Provide leadership
- Make decisions based on logic and sound reasoning
- Distinguish among various weapons
- Respond appropriately to domestic violence situations including determining the primary aggressor
- Use police equipment
- Evaluate a variety of situations
- Keep information confidential
- Shoot a firearm
- Attend to details without getting careless

### MINIMUM REQUIREMENTS:

Citizenship: United States citizen

Age: 21 years of age or older

Education: Bachelor's degree from an accredited university. (Some exceptions may apply as outlined in the SCLEPB Rules and Regulations.)

Experience: The employee must be a Sergeant Deputy Sheriff for a period of two (2) years, have six (6) years experience as a full time, certified sworn law enforcement officer, four (4) of which must be with the Shelby County Sheriff's Office.

**Other:** Applicants must pass a physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph, and interviews prior to initial hiring with the Shelby County Sheriff's Office. Lieutenant Deputy Sheriffs must also be able to perform the essential functions of the Deputy Sheriff and Sergeant Deputy Sheriff positions.

### PHYSICAL REQUIREMENTS:

- Must meet Alabama Police Officer Standard Training Requirements (APOST)
- Must meet those requirements to obtain a state of Alabama driver's license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time.
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts.





## LIEUTENANT DEPUTY SHERIFF

EFFECTIVE NOVEMBER 21, 2023

- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have small motor skills

**WORKING CONDITIONS:** This position has a high risk of personal injury as compared to the general population.

**Examinations:** Written and/or performance examination(s) will be required for this position. Applicants are also screened and certified based on an evaluation of their education, training, experience and other factors set forth by the appointing authority.

**FLSA Status: Non-Exempt**

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## CAPTAIN DEPUTY SHERIFF

EFFECTIVE NOVEMBER 21, 2023

**JOB SUMMARY:** Captains oversee the operation of divisions or departments within the Sheriff's Office, supervise staff, and serve as the representative of the Shelby County Sheriff's Office at special events or functions. Work is performed under general orders of a Major, Chief Deputy, or the Sheriff. Captains must complete all other duties as assigned.

**REPORTS TO: Major or Chief Deputy (Sheriff's discretion)**

**ESSENTIAL FUNCTIONS:** (Actual duties may vary by divisional assignment)

### **Manages one's area of responsibility or assigned division**

- Oversees the overall operation of the division
- Conducts and participates in strategic planning efforts
- Ensures new programs are implemented
- Prepares and manages the budget of the division or area of responsibility
- Ensures equipment needs are met
- Assigns, and adjusts the assignment, of manpower to ensure proper coverage of one's area
- Ensures problems within one's area are addressed promptly and not allowed to escalate
- Completes reports for one's area
- Coordinates capital projects
- Assists with the initial hiring and interviewing of sworn and non-sworn applicants
- Manages, trains, equips, and develops specialty units

### **Manages critical incidents, major events, and special assignments**

- Manages command post and/or EOC (Emergency Operations Center) for major events
- Develops briefings based off of after-action reports for major incidents
- Responds to calls for major/critical incidents
- Writes operations plans for major events
- Manages, guides, and performs internal affairs investigations, at the direction of the Sheriff
- Investigates complaints
- Performs other duties as assigned

### **Supervises staff assigned to one's area of responsibility**

- Supervises direct reports (e.g., lieutenants) and oversees the supervision of all personnel including civilian employees assigned to one's area of responsibility
- Mentors, coaches, and leads employees
- Identifies training needs of division or personnel and resources for providing training





## CAPTAIN DEPUTY SHERIFF

EFFECTIVE NOVEMBER 21, 2023

- Addresses performance issues or complaints on personnel
- Monitors work schedules, overtime schedules, and time entered into the timekeeping software system
- Monitors on-call rotation schedule and special assignments
- Sets deadline for counseling to be completed by supervisors

### **Serves as a liaison or spokesperson for the department**

- Conducts media interviews and responds to requests for information
- Researches information (e.g., crime statistics, data) and conducts presentations for the general public, neighborhood groups, educational classes, community groups, etc.
- Serves as a liaison with other agencies (e.g., DEA, U.S. Marshal's office, federal and local agencies) and the Shelby County Sheriff's Office.
- Communicates with other departments within the County such as County Commission, Highway Department, Juvenile Services, etc.
- Serves as a liaison with other governmental agencies such as EMA
- Serves as a liaison for civic groups
- Serves as a liaison for contractual services within the county
- Assists other Division Commanders in daily operational tasks
- Responds to questions from the public
- Attend board meetings and association meetings
- Coordinates community outreach programs
- Provides leadership and guidance for all subordinate personnel at the divisional level
- Serves as Incident Commander during major crisis situations or during MIP events
- Serves as command staff as assigned on rotation and on-call

### **Prepares reports, proposals, grant applications, and other paperwork for the division**

- Writes and/or coordinates proposals for new programs
- Submits financial reports
- Writes grant applications and manages grant activities as directed by the Sheriff (e.g., personnel, reports, budgets)
- Drafts, reviews, or approves policy changes
- Provides updates regarding their division to the Executive Command Staff
- Makes recommendations to the Sheriff in regard to procurement and policy/procedure modifications

**May be required to perform other tasks as assigned by supervisor.**

**SUPERVISION EXERCISED: Lieutenants, Sergeants, Deputies, and other assigned staff**





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**KNOWLEDGE, SKILL, & ABILITIES:**

**Knowledge of:**

- United States constitutional laws
- The law pertaining to search and seizure
- Federal and state laws, rules, and regulations
- Changes to local, state, and federal laws
- The Code of Alabama
- US Supreme Court rulings
- The Shelby County Law Enforcement Personnel Board (SCLEPB Rules and Regulations
- The policies, procedures, and standards for the jail
- Employment law
- The EEOC
- Workers' compensation procedures
- The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) standards
- The National Institute for Jail Operations (NIJO)
- The Shelby County Sheriff's Office Policies and Procedures
- The Prison Rape Elimination Act (PREA)
- Inmates' rights and privileges
- The law pertaining to search and seizure
- Arrest procedures
- Booking procedures
- Current trends in law enforcement
- The Employee Assistance program (EAP)
- The force continuum
- The roads and highways within Shelby County
- The Garrity warning
- Shelby County Sheriff's Office forms and reports
- Police liability issues

**Skill in and/or Ability to:**

- Arrive at work on time and on scheduled days
- Communicate with persons of different backgrounds
- Function under stress
- Recognize and address sensitive situations
- Recognize and eliminate workplace harassment
- Maintain confidentiality
- Operation of firearms at the level required to maintain qualification
- Speak in public (e.g., community group, media)
- Communicate orally
- Communicate in writing
- Recognize issues, problems, and warning signs in one's subordinates



## CAPTAIN DEPUTY SHERIFF

EFFECTIVE NOVEMBER 21, 2023

- Recognize potential problems or risks, apply corrective action, and address deficits to improve processes and procedures
- Lead meetings (e.g., staff)
- Prepare grant applications and proposals
- Formulate and prepare budgets
- Evaluate the performance of one's subordinates
- Develop tactical and operational plans
- Resolve conflicts
- Recognize and appropriately address potentially sensitive situations
- Think critically and rationally
- Anticipate and consider the likely consequences of various courses of action
- React quickly and calmly in emergency situations
- Stay calm in a crisis
- Adapt to rapidly changing situations
- Manage multiple activities at the same time
- Work independently
- Accept responsibility for one's own mistakes
- Direct the actions of subordinates
- Provide leadership
- Make decisions based on logic and sound reasoning
- Attend to details without getting careless

### MINIMUM REQUIREMENTS:

Citizenship: United States citizen

Age: 21 years of age or older

Education: Bachelor's Degree from an accredited university. (Some exceptions may apply as outlined in the SCLEPB Rules and Regulations.)

Experience: The employee must be a Lieutenant Deputy Sheriff for a period of two (2) years, have eight (8) years' experience as a full time, certified sworn law enforcement officer, seven (7) of which are with the Shelby County Sheriff's Office.

**PREFERRED REQUIREMENTS:** Master's Degree from an accredited university.

**Other:** Applicants must pass a physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph, and interviews prior to initial hiring with the Shelby County Sheriff's Office. Applicant must also be able to perform the essential functions of the Deputy Sheriff, Deputy Sheriff Sergeant, and Deputy Sheriff Lieutenant positions.

### PHYSICAL REQUIREMENTS:

- Must meet Alabama Police Officer Standard Training Requirements (APOST)
- Must meet those requirements to obtain a state of Alabama driver's license
- May be required to sit for extended periods of time





## CAPTAIN DEPUTY SHERIFF

EFFECTIVE NOVEMBER 21, 2023

- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

**WORKING CONDITIONS:** This position has a high risk of personal injury as compared to the general population.

**Examinations:** Written and/or performance examination(s) will be required for this position. Applicants are also screened and certified based on an evaluation of their education, training, experience and other factors set forth by the appointing authority.

**Background Check:** All applicants must satisfactorily complete a background investigation and an in-person interview.

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

**FLSA Status:** Exempt

**Shelby County is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.**





## **JAIL DEPUTY**

**EFFECTIVE DECEMBER 3, 2024**

**JOB SUMMARY:** Jail Deputies participate in the day-to-day operations of the jail. Their participation involves, but is not limited to, booking and releasing offenders, maintaining security of the facility, and escorting offenders within and/or outside the secure confines of the jail. In addition, Jail Deputies effectively manage volatile and violent offenders, assess inmates' medical and mental health needs, operate electronic monitoring equipment, and fulfill a number of clerical duties. Jail Deputies must complete all other duties as assigned.

### **REPORTS TO: Jail Deputy Sergeant**

### **ESSENTIAL FUNCTIONS:**

#### **Performs booking and processing of new inmates**

- Searches inmates for contraband (e.g., weapons, drugs, tobacco)
- Secures inmates' property
- Completes Inmate Property Sheet in order to log in all inmate property
- Obtains arrest report(s) for the inmate from the law enforcement deputy
- Places a hold in inmates' release information to coordinate with other agencies that have a warrant
- Fingerprints inmate using the fingerprinting system
- Obtains DNA sample as required by law
- Takes photographs of inmates
- Searches and processes inmates who are working outside the jail
- Conducts multiple screenings and questionnaires during the booking process
- Classifies inmates based on a systematic assessment of risk and need

#### **Performs property intake and releasing duties**

- Places inmate's property into assigned bin
- Completes property release form
- Performs complete search of inmate
- Explains bonding information and procedure to inmate
- Assigns inmate to cell block and individual cell
- Verifies and clears all holds on inmate's file prior to release
- Verifies I.D. of inmate being released
- Returns inmate property and obtains signed receipt thereof

#### **Controls and monitors the movement and activities of inmates, jail staff, visitors, maintenance workers, and medical personnel within the facility**

- Ensures all doors and gates are secure at all times
- Operates a door control system to allow proper personnel entry and exit into the jail
- Observes inmate behavior and activities through monitors or face-to-face contact
- Ensures front area, parking area, gates, and sally port are secure





**JAIL DEPUTY**  
EFFECTIVE DECEMBER 3, 2024

- Performs periodic headcounts
- Responds to fights to restore order

**Responds to emergency situations**

- Calls for all available personnel to respond to an emergency situation
- Secures the scene once a situation has been contained
- Calls Tower and Central Control to initiate a lockdown
- Responds to escape attempts by inmates
- Notifies chain of command in any emergency situation
- Ensures Sheriff and local law enforcement authorities are notified of a missing inmate

**Performs miscellaneous duties**

- Conducts headcounts for inmate accountability
- Conducts health and wellness checks of inmates
- Completes reports as required (e.g. Incident, Use of Force)
- Performs safety and security inspections of the facility
- Provides emergency medical assistance (e.g. LUCAS, AED, BLS)
- Utilizes RFID devices to record cell checks
- Distributes and accounts for jail issued toiletries and meals
- Attends roll call briefings before the beginning of each shift
- Monitors docking area
- Responds to public distress signal (i.e., panic button) from visitors at the facility
- Administers DMT to arrestees suspected of being intoxicated
- Inventories razors as they are distributed and returned from each pod
- Coordinates inmate movements for court
- Works with outside organizations to determine proper inmate release dates
- May be required to perform other tasks as assigned by supervisor

**SUPERVISION EXERCISED: None.**

**KNOWLEDGE, SKILL, & ABILITIES:**

**Knowledge of:**

- United States constitutional laws
- Search and Seizure procedures related to jail operations
- Shelby County Sheriff's Office Policies and Procedures Manual
- The Inmate Handbook
- The Code of Alabama and federal legal code related to detaining and housing inmates
- The Chain-of-Command
- Rules and regulations pertaining to inmates
- The criteria for contraband
- The Use of Force Continuum and Response to Resistance Policy





**JAIL DEPUTY**  
EFFECTIVE DECEMBER 3, 2024

- Radio communication procedures
- Facility layout
- English grammar

**Skill in and/or Ability to:**

- Arrive at work on time and on scheduled days
- Follow verbal orders
- Be aware of your surroundings
- Physically restrain inmates
- Interpret an inmate's body language
- React quickly and calmly to emergency situations
- Pay attention to details
- Recognize suspicious equipment/materials/contraband
- Maintain composure in stressful situations
- Work as part of a team
- Put aside personal feelings
- Communicate orally in English
- Observe inmates, officers, and situations
- Properly escort inmates
- Understand and follow the rules and regulations regarding the use of tactical responses for combative inmates
- Add, subtract, multiply, and divide
- Maintain confidentiality
- Function under stress
- Work according to rules, instructions, and procedures
- Stay alert for a complete watch/shift

**MINIMUM REQUIREMENTS:**

Citizenship: United States citizen

Age: 18 years of age or older

Education: High School Diploma or GED

**OTHER REQUIREMENTS:** Applicants must pass a physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph, and interviews prior to appointment.

**PREFERRED REQUIREMENTS:**

Bachelor's or Associate's degree in job-related field.

**PHYSICAL REQUIREMENTS:**

- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts





**JAIL DEPUTY**  
EFFECTIVE DECEMBER 3, 2024

- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have small motor skills

**WORKING CONDITIONS:**

This position has a high risk of personal injury as compared to the general population. Work environment involves exposure to a number of adverse conditions including, but not limited to, angry or hostile inmates, bodily fluids, high noise levels, moderate heights, mechanical hazards, slippery floors, bodily injuries, offensive odors, dust, and pollens.

**Examinations:** Written and/or performance examinations will be required for this position. Applicants are also screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application, and responses to any supplemental questionnaire. Successful candidates must successfully complete the Shelby County Jail Management School during their first year of employment.

**Background Check:** All applicants must satisfactorily complete a background investigation and an in-person interview.

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

**FLSA STATUS: Non-Exempt**

**Shelby County is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.**



## JAIL DEPUTY SERGEANT

EFFECTIVE NOVEMBER 21, 2023

**JOB SUMMARY:** Jail Deputy Sergeants are responsible for supervising Jail Deputies, inmate activities, and inmate work activities; maintaining established staffing levels, shift coverage, and overtime; ensuring that detention staff are fully trained; reviewing written reports; evaluating the work performance of detention facility staff; handling a variety of employee problems; serving as a liaison with medical staff; investigating a variety of inmate-involved incidents, violations of policies, irregular or suspicious occurrences; and taking or recommending inmate discipline as appropriate. Jail Deputy Sergeants must complete all other duties as assigned and must be able to perform the essential functions of a Jail Deputy.

**REPORTS TO: Jail Deputy Lieutenant**

### ESSENTIAL FUNCTIONS:

#### Supervises employees

- Signs and approves all release paperwork and bonds before an inmate is released
- Approves time sheets for Jail Deputies
- Verifies with Booking and Property Jail Deputies that all paperwork is properly completed
- Ensures Jail Deputies perform head counts
- Makes supervisory decisions based on information from inmates and Jail Deputies
- Delegates duties to subordinates

#### Trains subordinates

- Oversees officer training
- Provides instruction to subordinates
- Trains subordinates in techniques for controlling inmates and in maintaining the operational security of the facility
- Assigns Jail Deputies to serve as training deputies
- Ensures training and certifications for Jail Deputies are up-to-date

#### Maintains safety and security of facility, inmates, and employees

- Performs Health and Wellness checks on inmates
- Monitors cameras to observe inmate activity
- Assigns disciplinary days to inmates for rule infractions
- Conducts Key Track Audit to ensure all keys are present
- De-escalates inmate behavior to avoid or manage critical incidents
- Responds to critical incidents in the jail (fights, combative inmates, etc.)
- Controls officer behavior to avoid or manage critical incidents and prevent legal issues



## JAIL DEPUTY SERGEANT

EFFECTIVE NOVEMBER 21, 2023

### **Conducts investigations**

- Investigates problem situations (e.g., inmate behavior, disciplinary matters, and officer related concerns)
- Resolves claims against Jail Deputies and inmates
- Completes necessary paperwork (including internal incident reports, first report of injury forms, disciplinary hearing reports)
- Responds to grievances and requests from inmates
- Conducts disciplinary hearings
- Supervises safety & security inspections

### **Performs administrative duties**

- Works with Jail Administration
- Maintains the Jail Deputy Training Manual
- Orders supplies such as cleaning materials, uniforms, linens, and hygiene products

### **Performs miscellaneous duties**

- Provides inmate information to the general public, as allowed by law and policy
- Completes special assignments as directed by superiors
- Serves as a liaison between superiors and subordinates
- Stays updated regarding relevant legal and medical issues by reading, researching and attending training sessions, etc.

**May be required to perform other tasks as assigned by supervisor.**

### **SUPERVISION EXERCISED: Jail Deputies**

### **KNOWLEDGE, SKILL, & ABILITIES:**

#### **Knowledge of:**

- United States constitutional laws
- Search & Seizure laws pertaining to jail operations
- Shelby County Sheriff's Office Standard Operating Procedures
- The Chain-of-Command
- Airborne and blood-borne pathogens
- Booking procedures
- Releasing procedures
- Jail operations
- Inmate Handbook
- Knowledge of strategic tactics
- The Response to Resistance policy
- The layout and operation of the facility
- Emergency evacuation procedures



## JAIL DEPUTY SERGEANT

EFFECTIVE NOVEMBER 21, 2023

### Skill in and/or Ability to:

- Adhere to the Shelby County Standard Operating Procedures
- Make decisions
- Set priorities
- Assess an inmate's physical and medical needs
- Arrive at work on time and on scheduled days
- Aware of one's surroundings
- Anticipate and consider the likely consequences of various courses of action
- Follow verbal orders
- Function well under stress
- Listen to complaints from others and take appropriate action
- Provide leadership
- Maintain confidentiality
- Monitor special-case inmates
- Present/conduct oneself in a professional manner
- Escort inmates in a safe manner
- Pay attention to details
- React quickly and calmly to emergency situations
- Recognize suspicious equipment/materials/contraband
- Start and complete work without close supervision
- Supervise inmates
- Deal with adverse inmates
- Understand and follow the rules and regulations regarding the use of tactical responses for combative inmates
- Work as part of a team
- Read and comprehend written information
- Recognize potentially harmful inmate behavior

### MINIMUM REQUIREMENTS:

Citizenship: United States citizen

Age: 21 years of age or older

Education: High School diploma or GED

Experience: The employee must have four (4) years experience as a full time, certified sworn law enforcement officer or Jail Deputy, three (3) of which are with the Sheriff's Office.

**OTHER REQUIREMENTS:** Applicants must pass a physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph, and interviews prior to initial employment with the Shelby County Sheriff's Office.

### PREFERRED REQUIREMENTS:

Bachelor's or Associate's degree in job-related field.





## JAIL DEPUTY SERGEANT

EFFECTIVE NOVEMBER 21, 2023

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### PHYSICAL REQUIREMENTS:

- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

### WORKING CONDITIONS:

This position has a high risk of personal injury as compared to the general population. Work environment involves exposure to a number of adverse conditions including, but not limited to, angry or hostile inmates, bodily fluids, high noise levels, moderate heights, mechanical hazards, slippery floors, bodily injuries, offensive odors, dust, and pollens.

**Examinations:** Written and/or performance examination will be required for this position. Applicants are also screened and certified based on an evaluation of their education, training, experience and other factors as set forth by the appointing authority.

**Background Check:** All applicants must satisfactorily complete a background investigation and an in-person interview.

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of initial employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

**FLSA STATUS: Non-Exempt**

**Shelby County is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.**



## JAIL DEPUTY LIEUTENANT

EFFECTIVE NOVEMBER 21, 2023

**JOB SUMMARY:** The Jail Deputy Lieutenant functions as Watch Commander over an assigned shift. He or she assists the Jail Commander and Assistant Commander in the overall administration and operation of the Shelby County Jail, primarily by providing direct supervision of the Jail Deputies and overall supervision to the Jail Detention Services Unit, and other division staff. They ensure compliance with County, State, and Federal laws and agency policy regulations involving the care, custody and control of inmates. Additionally, Lieutenants are expected to oversee and participate in all internal investigations. Jail Deputy Lieutenants must complete all other duties as assigned and must be able to perform the essential functions of a Jail Deputy and a Jail Deputy Sergeant.

**REPORTS TO: Captain - Jail Division Commander or Assistant Division Commander**

### ESSENTIAL FUNCTIONS:

#### Supervises employees

- Verifies with Booking and Property Jail Deputies that all paperwork is properly completed
- Ensures that paperwork for inmates housed in Medical and Segregation units is completed
- Verifies and/or approves inmate head counts
- Delegates duties to subordinates
- Approves or denies leave requests
- Monitors staffing levels and schedules additional Jail Deputies or supervisory personnel when the facility is short-staffed
- Completes performance evaluations of supervisory personnel and provides feedback
- Mentors new supervisors
- Manages critical incidents
- Oversees the activities that concern the care, custody, and control of inmates
- Oversees the activities that concern the safety, security, and sanitation of the facility
- Reviews and approves subordinate timesheets

#### Trains employees

- Provides guidance and instruction to subordinates
- Trains and/or oversees the training of subordinates
- Oversees the Jail Deputy Training Officer program

#### Maintains safety and security of facility, inmates, and employees

- Ensures Safety and Wellness Inspections are performed
- Ensures the Health and Wellness checks are performed on inmates



## JAIL DEPUTY LIEUTENANT

EFFECTIVE NOVEMBER 21, 2023

- Serves as Primary Detention Hearing Officer (DHO) or hears Disciplinary Appeals if Jail Deputy Sergeant served as DHO.
- Approves assigned disciplinary days to inmates for rule infractions
- De-escalates inmate behavior to avoid or manage critical incidents
- Responds to critical incidents in the jail (fights, combative inmates, etc.)
- Controls Jail Deputies' behavior to avoid or manage critical incidents and prevent legal issues
- Oversees and approves the use of disciplinary lockdowns, denying or extending privileges including television, telephone, store use, visitation, and work assignments

### **Conducts investigations**

- Investigates problem situations (e.g., inmate behavior, disciplinary matters, and deputy-related concerns)
- Resolves claims against Jail Deputies and inmates
- Completes necessary paperwork (including internal incident reports, first report of injury forms, disciplinary hearing reports)
- Investigates complaints concerning jail personnel from inmates, the public, and other personnel, as directed by the Sheriff
- Conducts initial investigation regarding use of force complaints of Jail Deputy personnel
- Determines if complaint is valid and provides recommendations for disciplinary action

### **Performs administrative duties**

- Identifies and reports maintenance issues and oversees their resolution
- Identifies and reports IT issues and oversees their resolution
- Completes special assignments as directed by superiors (Division Commander and Assistant Commander)
- Signs and approves all release paperwork and bonds before an inmate is released when applicable
- Approves work hours and reviews records in timekeeping software for accuracy

**May be required to perform other tasks as assigned by supervisor.**

**SUPERVISION EXERCISED: Jail Sergeants, Jail Deputies, and staff**

### **KNOWLEDGE, SKILL, & ABILITIES:**

#### **Knowledge of:**

- United States constitutional laws
- Search and Seizures laws pertaining to jail operations
- Shelby County Sheriff's Office Standard Operating Procedures
- National Institute of Jail Operations accreditation standards



## JAIL DEPUTY LIEUTENANT

EFFECTIVE NOVEMBER 21, 2023

- Strategic tactics
- Use of Force Continuum /Response to Resistance policy
- Airborne and blood-borne pathogens
- Classification assessment tools and procedures
- Court/legal proceedings
- Inmates' daily schedules
- Inmate rights and privileges handbook
- Jail operations
- Mental health issues
- The criteria for contraband
- The layout and operation of the facility
- Emergency evacuation procedures

### **Skill in and/or Ability to:**

- Arrive at work on time and on scheduled days
- Assess an inmate's physical and medical needs
- Be aware of one's surroundings
- Detect behavioral changes in inmates
- Ability to anticipate and consider the likely consequences of various courses of action
- Function well under stress
- Maintain confidentiality
- Make supervisory decisions in response to information
- Monitor the activities of inmates and officers
- Escort inmates in a safe manner
- Ability to react quickly and calmly to emergency situations
- Recognize suspicious equipment, materials, and contraband
- Understand and follow the rules and regulations regarding the use of tactical responses for combative inmates
- Recognize potentially harmful inmate behavior
- Recognize and identify narcotics and other controlled substances
- Recognize the effects of drugs or alcohol

### **MINIMUM REQUIREMENTS:**

Citizenship: United States

Age: 21 years of age or older

Education: Bachelor's degree from an accredited college or university (Some exceptions may apply as outlined in the SCLEPB Rules and Regulations.)

Experience: Prior to testing, the employee must also be a Jail Deputy Sergeant or Sergeant Deputy Sheriff for two (2) years, have six (6) years' experience as a full time, certified sworn law enforcement officer or Jail Deputy, four (4) of which are with the Shelby County Sheriff's Office.





## JAIL DEPUTY LIEUTENANT

EFFECTIVE NOVEMBER 21, 2023

**OTHER REQUIREMENTS:** Applicants must pass a physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph, and interviews prior to initial employment with the Shelby County Sheriff's Office.

### **PHYSICAL REQUIREMENTS:**

- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

### **WORKING CONDITIONS:**

This position has a high risk of personal injury as compared to the general population. Work environment involves exposure to a number of adverse conditions including, but not limited to, angry or hostile inmates, bodily fluids, high noise levels, moderate heights, mechanical hazards, slippery floors, bodily injuries, offensive odors, dust, and pollens.

**Examinations:** Written and/or performance examination will be required for this position. Applicants are also screened and certified based on an evaluation of their education, training, experience and other factors set forth by the appointing authority.

**Background Check:** All applicants must satisfactorily complete a background investigation and an in-person interview for initial employment with the Shelby County Sheriff's Office.

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of initial employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

**FLSA STATUS: Non-Exempt**

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## OFFICE ADMINISTRATOR - JAIL

EFFECTIVE OCTOBER 1, 2023

### **JOB SUMMARY:**

Incumbents of this class provide administrative support to the Jail Commander. Incumbents of this class manage commissary accounts; prepare the Jail Division's annual budget; and perform billing, purchasing, and receiving activities and other administrative duties for the Jail or as assigned.

### **REPORTS TO: Jail Commander**

### **ESSENTIAL FUNCTIONS:**

- Manage inmate commissary accounts including receiving money, posting to accounts, preparing deposits, processing orders, maintaining stock, releasing funds, and balancing accounts to auditor standards.
- Perform purchasing duties to include maintaining stock and ordering supplies, obtaining product quotes, entering and distributing requisitions, confirming receipt of ordered products, communicating with the Shelby County Commission regarding invoices, and maintaining purchasing files. May be required to obtain and submit bid specifications to the County Commission for award.
- Prepare the Jail Division's annual budget including researching materials and equipment, assembling data, calculating costs, compiling reports, and presenting information to management.
- Prepare billing information for the Marshall's Office regarding the housing and transport of federal inmates held in the Shelby County jail.
- Perform customer service duties to assist visitors and callers with questions, problems, and concerns related to the Shelby County Jail and direct visitors to the appropriate person.
- Perform administrative duties such as maintaining jail records, preparing correspondence, approving timesheets, researching and transcribing information for internal investigations, maintaining inventory, and filling in for other personnel when needed.
- Create forms, organizational charts, presentations, and statistical reports for supervisors.
- Communicate with the public, the media, or other governmental agencies by phone, e-mail, mail, and facsimile.
- Perform miscellaneous activities to include processing commendation letters, screening callers and visitors, and filing and sorting paperwork.
- May be required to perform other administrative tasks as assigned by supervisor and/or in the absence of another administrative employee.

**SUPERVISION EXERCISED: None.**

**KNOWLEDGE, SKILL, & ABILITIES:**



## OFFICE ADMINISTRATOR - JAIL

EFFECTIVE OCTOBER 1, 2023

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### Knowledge of:

- Shelby County Sheriff's Office personnel policies and procedures
- The Shelby County Sheriff's Office chain-of-command
- The Law Enforcement Personnel Board's rules and regulations
- Software such as Microsoft Office suite (Word, Excel, Access, Publisher, PowerPoint, Outlook), in-house records management system, MUNIS, county timekeeping system (Ulti), Key Trak, visitation, accounting
- Inmate phone and commissary systems.
- The National Crime Information Center (NCIC) database
- Alacourt website and AlaCOP web portal (LETS, eCrash, eWarrants)
- Federal and Alabama law
- Auditing process of the State of Alabama Public Examiner's Office and compliance with their record keeping standards
- The bid process

### Skill in:

- Typing – minimum 35 WPM

### Ability to:

- Anticipate problems and correct them in a timely manner
- Use a computer and other basic office equipment
- Communicate orally and in writing
- Work independently and as a team
- Maintain confidential information
- Set priorities and attend to multiple tasks at the same time
- Respond to situations in a way that does not aggravate the situation
- Interact with persons of different backgrounds, ethnicities, or cultures
- Demonstrate interpersonal sensitivity (e.g., sympathy, empathy)
- Pay attention to details and detect errors or discrepancies in facts and information
- Read, interpret and understand technical and legal information
- Establish a rapport with others
- Complete forms and paperwork
- File
- Maintain accurate records
- Organize facts and present them in a logical order

### MINIMUM REQUIREMENTS:

Citizenship: United States

Age: 19 years of age or older.

Education: High School diploma or GED.

Other: Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.



**OFFICE ADMINISTRATOR - JAIL**  
EFFECTIVE OCTOBER 1, 2023

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**PREFERRED REQUIREMENTS:**

- Bachelor's degree
- 2 years' experience in office administration or similar field
- Experience with inmate commissary and phone systems
- Experience in accounting
- Experience in state bid system

**PHYSICAL REQUIREMENTS:**

- Must meet those standards required to obtain a State of Alabama drivers license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate/rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

**WORKING CONDITIONS:**

Typically, the duties and functions of this position are performed in an office environment which is located within a jail facility though the exigencies of the department may require temporary assignments to other locations with different working conditions.

**Examinations:** Written and/or performance examinations may be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this job description and denoted on their job application and responses to any supplemental questionnaire.

**Background Check:** All applicants must satisfactorily complete a background investigation and in-person interviews.

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug- free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

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## SUPPORT SPECIALIST

EFFECTIVE OCTOBER 1, 2023

**JOB SUMMARY:** Incumbents of this position process reports, warrants, detainers, and registration of sex offenders and felons for the Shelby County Sheriff's Office along with other administrative duties such as processing inmate mail. The Support Specialist must also complete other duties as assigned.

**REPORTS TO: Administrative Division Sergeant**

**ESSENTIAL FUNCTIONS:** (Actual duties may vary by divisional assignment)

- Process forms, reports, and paperwork including, but not limited to, warrants, incident/offense reports, arrest reports, accident reports, detainers, and other criminal justice forms. This includes ensuring the completion of paperwork, making copies, filing, and distributing completed forms to the appropriate department or agency
- Access various criminal justice information databases in order to research, verify, enter, or remove information related to wanted individuals, background checks, and various reports and forms
- Process inmate mail including examining incoming mail for contraband and impermissible items, sorting and labeling incoming mail, and reviewing outgoing mail according to regulations
- Scan fingerprints for employees and the general public as needed
- Compose and notarize adoption and out of country letters
- Assist the public through teller style windows or through face to face contacts.
- Communicate with the public or other governmental agencies by phone, e-mail, mail, and facsimile
- May be required to perform other administrative tasks as assigned by supervisor and/or in the absence of another administrative employee

**SUPERVISION EXERCISED: None**

**KNOWLEDGE, SKILL, & ABILITIES:**

**Knowledge of:**

- Shelby County Sheriff's Office personnel policies and procedures
- Shelby County Sheriff's Office chain- of- command
- software such as Microsoft Office suite (Word, Excel, Outlook), inhouse records management system, and Messenger
- The National Crime Information Center (NCIC) database
- Alacourt website and AlaCOP web portal
- Federal and Alabama law

**Skill in:**

- Typing – minimum 35 WPM



## SUPPORT SPECIALIST

EFFECTIVE OCTOBER 1, 2023

### Ability to:

- Use a computer and other basic office equipment
- Communicate orally and in writing
- Work independently and as a team
- Maintain confidential information
- Set priorities and attend to multiple tasks at the same time
- Respond to situations in a way that does not aggravate the situation
- Pay attention to details and detect errors or discrepancies
- Comprehend technical and legal information
- Interact with persons of different backgrounds, ethnicities, or cultures
- Demonstrate interpersonal sensitivity (e.g., sympathy, empathy)
- Read, interpret and understand technical and legal information
- Establish a rapport with others
- Complete forms and paperwork
- File

### MINIMUM REQUIREMENTS:

Citizenship: United States citizen

Age: 19 years of age or older

Education: High School diploma or GED

Other: Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

### PREFERRED REQUIREMENTS:

- Post-secondary education
- Experience in data entry, filing, and customer service

### PHYSICAL REQUIREMENTS:

- Must meet those standards required to obtain a State of Alabama drivers license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate/rotating shifts
- Must be able to work in a confined environment with varying degrees of noise.
- Must have good hearing
- Must have good vision
- Must have fine motor skills

### WORKING CONDITIONS:

Typically the duties and functions of this position are performed in an office environment though the exigencies of the department may require temporary assignments to other locations with different working conditions.





## SUPPORT SPECIALIST

EFFECTIVE OCTOBER 1, 2023

**Examinations:** Written and/or performance examinations may be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this job description and denoted on their job application and responses to any supplemental questionnaire.

**Background Check:** All applicants must satisfactorily complete a background investigation and in-person interviews.

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

**Shelby County is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.**



## ADMINISTRATIVE ASSISTANT

EFFECTIVE JULY 15, 2025

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### **JOB SUMMARY:**

Incumbents of this class perform activities related to data entry, purchasing, issuance of pistol permits, tracking of civil papers, and other administrative duties as assigned.

**REPORTS TO:** Major/Captain (Division Commander)

### **ESSENTIAL FUNCTIONS:** (Actual duties may vary by divisional assignment.)

- Access criminal justice, employee, and inventory information databases in order to enter, research, verify, or remove information contained in various reports, risk assessment alerts, equipment inventory, patrol vehicle maintenance, and Project Lifesaver program.
- Accept pistol permit applications, conduct background checks, enter information into appropriate software program, collect and deposit payments, monitor the status of civil paperwork, and prepare reports.
- Perform administrative duties such as maintaining vehicle files and requesting insurance cards, gas cards, and license plates for Shelby County Sheriff's Office vehicles.
- Perform administrative duties to include updating records management system for criminal investigators and case management, reviewing messages left on the secret witness line, reviewing case packets for closure, and transcribing interviews.
- Perform purchasing duties to include maintaining stock and ordering supplies, obtaining product quotes, entering and distributing requisitions, confirming the receipt of ordered products, and maintain purchasing files. May be required to obtain and submit bid specifications to the County Commission for award.
- Perform all activities to process civil paperwork to include entering information into records management system and Messenger; Sorting, stamping, mailing paperwork; Providing information; and monitoring the status of paperwork.
- Enter PFAs in the record management system and NCIC. Distribute to Patrol for service with necessary notes as to the Judge's order. Track service and monitor status through the court. Remove from all systems if the order is dismissed.
- Perform all duties to process pistol permit paperwork to include answering questions about the process, reviewing applications, performing background research, entering information into records management system, and preparing required reports.
- Process training request to include registration and lodging and maintain employee training files.
- Perform ACJIC monthly validations to include warrants, property, sex offenders, and Protection Orders.
- Assist in the general administration of ACJIC and NCIC requirements. Serve as ATAC in support of the TAC.
- Perform administrative duties such as receiving and distributing mail, packages, and paperwork; updating calendar; Maintaining stock and ordering office



## ADMINISTRATIVE ASSISTANT

EFFECTIVE JULY 15, 2025

supplies; answering telephones; greeting visitors and filling in for other personnel when needed.

- Carry out the orders of the court pertaining to expungement and sealing of records.
- Create forms, organizational charts, presentations, and statistical reports for supervisors. Communicate with the public, the media, or other governmental agencies by phone, e-mail, mail, and facsimile.
- Perform customer service duties to assist visitors and callers with questions, problems, and concerns, and direct visitors to the appropriate person.
- Assist the public through teller style windows or through face-to-face contacts.
- Maybe required to perform other administrative tasks as assigned by supervisor and/or in the absence of another administrative employee.
- Municipal Reports monthly to each municipality.
- Work with all divisions & Command Staff in order to keep the agency moving in compliance.
- Read, review, and update procedures & policies to remain abreast of changing laws/requirements.
- Work with the agencies on compliance/laws/standards.

**SUPERVISION EXERCISED:** None.

### **KNOWLEDGE, SKILL, & ABILITIES:**

#### **Knowledge of:**

- Shelby County Sheriff's Office personnel policies and procedures.
- Shelby County Sheriff's Office chain-of-command.
- federal and state auditing requirements to ensure that records entered into NCIC meet compliance standards.
- software such as Microsoft Office suite (Word, Excel, Access, Publisher, PowerPoint, Outlook), in-house records management system, and MUNIS.
- the National Crime Information Center (NCIC) database.
- AlaCourt website and AlaCop web portal(LETS, eCrash, eWarrants).
- federal and Alabama law.
- the bid process.

#### **Skill in:**

- Typing – minimum 35 WPM

#### **Ability to:**

- Use a computer and other basic office equipment.
- Communicate orally and in writing
- Work independently and as a team member.
- Maintain confidential information.
- Set priorities and attend to multiple tasks at the same time.
- Respond to situations in a way that does not aggravate the situation.





## ADMINISTRATIVE ASSISTANT

EFFECTIVE JULY 15, 2025

- Interact with persons of different backgrounds, ethnicities, or cultures.
- Demonstrate interpersonal sensitivity (e.g., sympathy, empathy)
- Pay attention to details and detect errors or discrepancies in facts and information.
- Organize facts and present them in a logical order.
- Read, interpret, and understand technical and legal information.
- Establish a rapport with others.
- Complete forms and paperwork.
- File.

### MINIMUM REQUIREMENTS:

**Age:** 19 years of age or older.

**Education:** High School diploma or GED.

**Other:** Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

### PREFERRED REQUIREMENTS:

- Bachelor's degree
- 2 years' experience in office administration or similar field

### PHYSICAL REQUIREMENTS:

- Must meet those standards required to obtain a State of Alabama driver's license.
- May be required to sit for extended periods of time.
- May be required to stand for extended periods of time.
- May be required to travel for job related activities.
- May be required to work alternate/rotating shifts.
- Must be able to work in a confined environment with varying degrees of noise.
- Must have good hearing.
- Must have good vision.
- Must have fine motor skills.

### WORKING CONDITIONS:

Typically, the duties and functions of this position are performed in an office environment though the exigencies of the department may require temporary assignments to other locations with different working conditions.

**Examinations:** Written and/or performance examinations may be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this job description and denoted on their job application and responses to any supplemental questionnaire.

**Background Check:** All applicants must satisfactorily complete a background investigation and in-person interviews.



## ADMINISTRATIVE ASSISTANT

EFFECTIVE JULY 15, 2025

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug- free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

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## HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

EFFECTIVE OCTOBER 1, 2023

**JOB SUMMARY:** Incumbents of this class provide administrative support to the Chief Deputy. Incumbents perform a variety of employment and human resources related duties to include verification of timesheets and ensuring payroll is accurate, scheduling drug screens and performance evaluations, providing documentation for worker's compensation claims, and all other duties as assigned.

### REPORTS TO: Chief Deputy

### ESSENTIAL FUNCTIONS:

- Perform all background screening and application screening for each applicant, including background checks, credit checks, reference checks and applicant file preparation and maintenance throughout the process.
- Assist with the scheduling of pre-employment tests and assessments for applicants including fitness, psychological, polygraph, medical, and drug screening and prepare new hire information for all new employees to include notifying the Law Enforcement Personnel Board, establishing employment folders, preparing ID card, and activating new employee in County timekeeping software.
- APOST Applications – Provide info & submit to APOST & schedule training only if training is required.
- Prepare and maintain workers compensation and motor vehicle accident claims including obtaining first report of injury, employee statement, and other documentation and scheduling and following up on post-accident drug screen.
- Perform human resources related activities such as ensuring timesheets and payroll are accurate, maintaining employee files, coordinating random drug screens, scheduling performance evaluations, tracking military leave, and performing criminal and driver's license checks.
- Serve as ALEA TAC for state software platform.
- Provide benefits management assistance to SCSO employees as needed.
- Create forms, organizational charts, presentations, and statistical reports for supervisors.
- Communicate with the public, the media, or other governmental agencies by phone, e-mail, mail, and facsimile.
- Perform customer service duties to assist visitors and callers with questions, problems, and concerns, and direct visitors to the appropriate person.
- Perform miscellaneous activities to include processing commendation letters, screening callers and visitors, and filing and sorting paperwork.
- May be required to perform other administrative tasks as assigned by a supervisor and/or in the absence of another administrative employee.



## HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

EFFECTIVE OCTOBER 1, 2023

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**SUPERVISION EXERCISED: None**

### **KNOWLEDGE, SKILL, & ABILITIES:**

#### **Knowledge of:**

- Shelby County Sheriff's Office personnel policies and procedures
- The Shelby County Sheriff's Office chain-of-command
- Federal and state auditing requirements to ensure that records entered into NCIC meet compliance standards.
- Alabama Peace Officer Standards and Training Commission (APOSTC) rules and regulations, state and federal laws, and employment laws such as FMLA, ADA, and the Military Leave Act
- The application process
- The Law Enforcement Personnel Board's rules and regulations
- Software such as Microsoft Office suite (Word, Excel, Access, Publisher, PowerPoint, Outlook), in-house records management system, MUNIS, county timekeeping system (Ulti) systems
- The National Crime Information Center (NCIC) database
- Alacourt website and AlaCOP web portal (LETS, eCrash, eWarrants)
- Federal and Alabama law
- The bid process

#### **Skill in:**

- Typing – minimum 35 WPM

#### **Ability to:**

- Use a computer and other basic office equipment
- Communicate orally and in writing
- Work independently and as a team
- Maintain confidential information
- Set priorities and attend to multiple tasks at the same time
- Respond to situations in a way that does not aggravate the situation
- Interact with persons of different backgrounds, ethnicities, or cultures
- Demonstrate interpersonal sensitivity (e.g., sympathy, empathy)
- Pay attention to details and detect errors or discrepancies in facts and information
- Read, interpret and understand technical and legal information
- Establish a rapport with others
- Complete forms and paperwork
- File
- Pay attention to details and detect errors or discrepancies



## HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

EFFECTIVE OCTOBER 1, 2023

- 
- Comprehend technical and legal information
  - Maintain accurate records
  - Organize facts and present them in a logical order
  - Anticipate problems and correct them in a timely manner

### MINIMUM REQUIREMENTS:

Age: 19 years of age or older

Education: High School diploma or GED

Other: Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

### PREFERRED REQUIREMENTS:

- Bachelor's degree
- 2 years' experience in Human Resource Administration
- Experience with employee time keeping systems

### PHYSICAL REQUIREMENTS:

- Must meet those standards required to obtain a State of Alabama drivers license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate/rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

### WORKING CONDITIONS:

Typically, the duties and functions of this position are performed in an office environment though the exigencies of the department may require temporary assignments to other locations with different working conditions.

**Examinations:** Written and performance examinations may be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this job description and denoted on their job application and responses to any supplemental questionnaire.

**Background Check:** All applicants must satisfactorily complete a background investigation and in-person interviews.



## HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

EFFECTIVE OCTOBER 1, 2023

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**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug- free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

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## EXECUTIVE ADMINISTRATOR

EFFECTIVE JULY 15, 2025

### **JOB SUMMARY:**

Incumbents of this class perform duties in direct support of the Sheriff. The incumbent is also responsible for a number of bookkeeping, accounting, and human resources activities. Incumbent has local election responsibilities to include equipment, poll workers, and the securing of ballots.

### **REPORTS TO: SHERIFF**

### **ESSENTIAL FUNCTIONS:** (Actual duties may vary by divisional assignment.)

- Perform financial record-keeping to include reviewing and updating accounts and spreadsheets; processing invoices; maintaining inmate food and housing accounts; and receiving, disbursing, and depositing checks and cash.
- Process court orders directing the seizure of equipment and/or payment of judgments.
- Research and collect data to create and submit statistical reports to local, state, and federal agencies.
- Audit in-house records management system to control duplicate records.
- Deposit daily sex offender payments and reconcile quarterly payments in accordance with state law.
- Arrange for Shelby County Sheriff's Office inmate out-of-state transport and reimbursement.
- Prepare for Shelby County election proceedings to include recruiting and training poll workers, ensuring all equipment is on site and operational, serving as a point of contact for questions or problems, securing provisional ballots and storing record of election for the appropriate time.
- Perform human resources related activities as needed during the absence of HR Administrative Assistant.
- Perform miscellaneous activities to include processing commendation letters, receiving and preparing correspondence for the Sheriff, maintaining the Sheriff's appointment calendar, answering questions about the Sheriff or Sheriff's Office, and performing a variety of other duties as assigned.
- Perform purchasing duties to include maintaining stock and ordering supplies, obtaining product quotes, entering and distributing requisitions, confirming receipt of ordered products, communicating with the Shelby County Commission regarding invoices, and maintaining purchasing files. May be required to obtain and submit bid specifications to the County Commission for award.
- Prepare billing information for federal, state, and local entities for the housing of inmates.
- Create forms, organizational charts, presentations, and statistical reports for supervisors.
- Communicate with the public, the media, or other governmental agencies by phone, e-mail, mail, and facsimile.





## EXECUTIVE ADMINISTRATOR

EFFECTIVE JULY 15, 2025

- Perform customer service duties to assist visitors and callers with questions, problems, and concerns, and direct visitors to the appropriate person.
- Perform miscellaneous activities to include processing commendation letters, screening callers and visitors, and filing and sorting paperwork.
- May be required to perform other administrative tasks as assigned by a supervisor and/or in the absence of another administrative employee.

**SUPERVISION EXERCISED:** NONE.

### **KNOWLEDGE, SKILL, & ABILITIES:**

#### **Knowledge of:**

- Knowledge of Shelby County Sheriff's Office personnel policies and procedures
- Knowledge of the Shelby County Sheriff's Office chain-of-command
- Knowledge of the Code of Alabama, federal laws, employment laws, and election laws
- Knowledge of federal and state auditing requirements to ensure that records entered into NCIC meet compliance standards.
- Knowledge of auditing process of the State of Alabama Public Examiner's Office and compliance with their record keeping
- Knowledge of the application process
- Knowledge of vendors and the bidding process
- Knowledge of the Law Enforcement Personnel Board's rules and regulations
- Knowledge of software such as Microsoft Office suite (Word, Excel, Access, Publisher, PowerPoint, Outlook), in-house records management system, MUNIS, county time keeping system, inmate phone and commissary systems.
- Ability to anticipate problems and correct them in a timely manner
- Knowledge of the National Crime Information Center (NCIC) database Knowledge of Alacourt website and AlaCOP web portal (LETS, eCrash, eWarrants)
- Knowledge of State election database, PowerProfile.

#### **Skill in:**

- Typing – minimum 35 WPM

#### **Ability to:**

- Ability to maintain accurate records.
- Ability to organize, set priorities, and attend to multiple tasks concurrently.
- Ability to organize facts and present them in a logical order.
- Ability to use a computer and other basic office equipment.
- Ability to communicate orally and in writing.
- Ability to work independently and as a team.
- Ability to maintain confidential information.
- Ability to respond to situations in a way that does not aggravate the situation.
- Ability to interact with persons of different backgrounds, ethnicities.





## EXECUTIVE ADMINISTRATOR

EFFECTIVE JULY 15, 2025

- Ability to demonstrate interpersonal sensitivity (e.g., sympathy, empathy) cultures.
- Ability to pay attention to details and detect errors or discrepancies in facts and information.
- Ability to gather and compile information and analyze facts.
- Ability to compose correspondence.
- Ability to read, interpret and understand technical and legal information.
- Ability to establish a rapport with others.
- Ability to complete forms and paperwork.
- Ability to file.
- Ability to pay attention to details and detect errors or discrepancies.
- Ability to comprehend technical and legal information.

### MINIMUM REQUIREMENTS:

**Age:** 19 years of age or older.

**Education:** High School diploma or GED.

**Other:** Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

### PHYSICAL REQUIREMENTS:

- Must meet those requirements to obtain a State of Alabama driver's license.
- May be required to sit for extended periods of time.
- May be required to stand for extended periods of time.
- May be required to travel for job related activities.
- May be required to work alternate or rotating shifts.
- Must be able to work in a confined environment with varying degrees of noise.
- Must have good hearing.
- Must have good vision.
- Must have fine motor skills.

### PREFERRED REQUIREMENTS:

- Bachelor's Degree
- 5 years' experience in office administration or executive support.

### WORKING CONDITIONS:

Typically, the duties and functions of this position are performed in an office environment though the exigencies of the department may require temporary assignments to other locations with different working conditions.

**Examinations:** No written or performance examination will be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application and responses to any supplemental questionnaire.





## EXECUTIVE ADMINISTRATOR

EFFECTIVE JULY 15, 2025

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**Background Check:** All applicants must satisfactorily complete a background investigation and an in-person interview.

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug- free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

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## ACCREDITATION MANAGER

EFFECTIVE OCTOBER 1, 2023

**JOB SUMMARY:** This responsible position manages the accreditation process by reviewing a wide variety of complex, technical and confidential issues regarding law enforcement. By remaining abreast of the Commission of Accreditation for Law Enforcement Agencies (CALEA) standards, and working with departmental leadership the incumbent will need to identify and make recommendations to policies and procedures to align with these standards and close any compliance gaps. This position requires a wide range of duties, including record maintenance, administrative inspections and audits, and assigning tasks to other employees to achieve proof of compliance and training. This position also requires communication with representatives from CALEA when required for audits, off-site inspections, and on-site inspections.

### **REPORTS TO: Administrative Division Captain**

#### **ESSENTIAL FUNCTIONS:**

- Managing, maintaining, and coordinating the Law Enforcement Accreditation process by reviewing standards and ensuring compliance with departmental policies, procedures and written directives.
- Conducts reviews of policies, procedures, and written directives and makes recommendations or advises leadership of areas that need revision for new standards introduced.
- Gathering and maintaining standards files to include primary and secondary proofs of compliance.
- Ability to foster cooperative working relationships with departmental members, assigning tasks, enforcing deadlines and providing accreditation guidelines as needed for training.
- Ensuring all annual and/or time sensitive reviews, reports, audits, and inventories are completed accurately and in a timely manner to meet deadlines.
- Maintains file copies for past and working departmental directives, updates, proofs of compliance, policies and procedures and standards.
- Directing on-site and web-based inspections of compliance and preparations for reaccreditation.
- Participates in planning, training, analysis, conferences and accreditation reviews.
- Composes and or/edits a variety of forms, reports, memorandums and statistics requiring independent judgment as to content, accuracy and completeness.
- Provides and presents accreditation-related training and various types of presentations to department personnel, external partners, and other agencies.
- Performs other duties as assigned.





## ACCREDITATION MANAGER

EFFECTIVE OCTOBER 1, 2023

**SUPERVISION EXERCISED: None.**

### **KNOWLEDGE, SKILL, & ABILITIES:**

#### **Knowledge of:**

- CALEA standards and processes
- Law enforcement policy & procedures
- Operations of governing laws
- Regulations of the County & State

#### **Skill in:**

- Typing-minimum 35 WPM.
- Microsoft Office Suite
- Power DMS
- Computer Aided Dispatch (CAD)
- SCSO Records Management System and other computer databases

#### **Ability to:**

- Communicate effectively both orally and in writing.
- Handle multiple tasks simultaneously and to complete projects on tight deadlines.
- Maintain confidentiality in working with sensitive information.
- Conduct document and file searches in electronic and paper document filing systems
- Work independently with little supervision
- Work accurately with attention to detail
- Work independently
- Prepare, edit and maintain accurate documents, reports, records, files and materials

### **MINIMUM REQUIREMENTS:**

Citizenship: United States

Age: 19 years of age or older

Education: High school diploma or GED

Experience: Two (2) years of experience in an administrative role.

### **PREFERRED REQUIREMENTS:**

Bachelor's degree in Planning, Public Administration, Business Management or a related field AND three (3) years of related experience that includes policy review and development OR an equivalent combination of education and experience.

#### **Other:**

- Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.





## ACCREDITATION MANAGER

EFFECTIVE OCTOBER 1, 2023

- Must complete the Certified CALEA Accreditation course within one year of employment.

### PHYSICAL REQUIREMENTS:

- Must meet those standards required to obtain a State of Alabama drivers license
- May be required to sit for extended periods of time
- May be required to travel for job related activities
- Must have good hearing
- Must have good vision
- Must have fine motor skills

### WORKING CONDITIONS:

Working environment is an office setting. Varying degrees of activity occur in the common areas during working hours; most tasks will involve sitting at a desk and working on a computer. Incumbent must be able to work amid some distraction and prioritize multiple work assignments and tasks. This position works 8:00 am-4:30 pm, Monday-Friday, but may be required to work occasional weekends and evenings, depending on workload.

**Examinations:** Written and/or performance examination may be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this job description and denoted on their job application and responses to any supplemental questionnaire.

**Background Check:** All applicants must satisfactorily complete a background investigation and in-person interviews.

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

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## EVIDENCE CUSTODIAN

EFFECTIVE NOVEMBER 21, 2023

**JOB SUMMARY:** The Evidence Custodian can be a civilian employee (non-sworn) who is responsible for a variety of tasks relating to the storage and safekeeping of property and evidence submitted to the Shelby County Sheriff's Office. Job duties are technical in nature and support the overall Shelby County Sheriff's Office mission. Work is performed independently, under general supervision from an immediate supervisor from the Criminal Investigations Division. Work is reviewed for accuracy, productivity and compliance with established procedures. This position does not supervise others.

**REPORTS TO: Criminal Investigations Division Commander - Captain**

### ESSENTIAL FUNCTIONS:

- Retrieve, process, identify, record, store, secure, and ensure the safekeeping of property and evidence according to established procedures
- Log all evidence and property into the RMS system utilized by the Sheriff's Office
- Account for all articles submitted to the property room with barcoding and tracking
- Preserve the chain of evidence upon receipt of items until such items can be released
- Maintain confidentiality as it relates to the position
- Drive to various locations and work sites to pick up property and evidence, and maintain records of when the items were received and released
- Research cases in various databases to determine their status in the judicial system
- Inventory property and evidence as it is initially placed into the property room and when it is signed out for court
- Maintain records to identify the timely destruction and/or disposal of items authorized to be destroyed in accordance with all applicable laws, policies, procedures, and accreditation standards
- Dispose of or purge evidence or property no longer needed or adjudicated by the courts through actual destruction, melting, burning or auctioning of items
- Determine what items can be returned to the lawful owner
- Coordinate with the investigators, deputies, prosecutors, and court(s) to determine what needs to be submitted to the Department of Forensic Sciences
- Update the RMS system to reflect the changes in evidence status, location, etc.
- Update the case and the appropriate personnel as to the status/findings of the items submitted to the Department of Forensic Sciences, SANE, courts, etc.
- Testify in court, as requested, regarding the chain of custody of evidence from receipt until admitted into court
- Serve as the person in contact with the public and independently answer questions and resolve concerns regarding property and evidence
- Set-up appointments for individuals to retrieve property





## EVIDENCE CUSTODIAN

EFFECTIVE NOVEMBER 21, 2023

- Establish and maintain effective working relationships with County officials, employees, and the general public
- Be subject to spot inspections of the evidence vault, property room, and other storage locations by the supervisor or designee
- Conduct an inventory, when ordered or necessary, of the evidence vault, property room, and other storage locations
- Maintain an accurate and up-to-date filing system showing where evidence is located and proper chain of custody for each item
- Produce downloaded copies of videos for numerous end users such as the Jail Division, the Patrol Division, the Criminal Investigations Division, the Administrative staff; and the District Attorney's Office, as well as other law enforcement agencies, as directed by the Sheriff
- Maintain records of all videos that have been produced including who requested the video, the date of request, date of video, the individuals involved and who the recipient was
- Produce inmate jail phone calls for numerous users such as the Jail Division, Patrol Division, CID Division, Administrative Division, Administrative staff, the District Attorney's Office, and other law enforcement agencies
- Maintain records of all phone calls that have been produced including who requested the video, the date of request, date of video, the individuals involved and who the recipient was
- Produce evidence at court as requested by the District Attorney's Office or the Defense showing proper and correct chain of custody with each item
- Be available to have the District Attorney's Office or other attorneys come and review evidence in the evidence lab or approved storage site
- Produce copies of interviews and photographs for DHR, CID, DA's office or other law enforcement agencies
- Process evidence such as fingerprinting or fuming items when requested or needed
- Enter fingerprint cards into the AFDC computer
- Keep the Property Room, evidence lab, vault, and other storage locations neat and orderly and free of clutter
- Provide training to Sheriff's Office personnel on proper evidence collection and documentation procedures
- Attend training related to handling and processing of evidence
- Place orders with vendors for supplies required for evidence packaging and collection
- Maintain an adequate amount of evidence packaging supplies
- Coordinate with other agencies to return/retrieve property that has been recovered
- Interact with the public either in person or over the telephone when they have questions regarding property or items
- Run criminal histories on individuals wanting to retrieve firearms and determine if the individual is permitted to possess a firearm





## EVIDENCE CUSTODIAN

EFFECTIVE NOVEMBER 21, 2023

- Coordinate with child advocacy centers (e.g. Owen's, etc.) and Children's Hospital to retrieve sexual assault kits and submit the kits to the Department of Forensic Sciences
- Meet travel requirements of the position
- Work a flexible schedule, which may include on-call, evenings, weekends, holidays and overtime
- Perform other job functions as assigned

**SUPERVISION EXERCISED: None.**

### **KNOWLEDGE, SKILL, & ABILITIES:**

#### **Knowledge of:**

- Local, state and federal laws pertaining to evidence procedures
- Relevant departmental policies and procedures
- Principles and practice of property and evidence documentation, inventory and control
- Storage and disposal of evidence and property
- Automated law enforcement information systems
- Various database and research software
- Basic warehouse and/or inventory control principles/practices
- Basic math and English
- Basic computer programs such as Microsoft Word, Excel, and Office
- Standard safety procedures

#### **Skill to and/or Ability to:**

- Effectively interact and communicate, both orally and in writing, with audiences of various social, cultural, ethnic, educational and economic backgrounds
- Testify during criminal court proceedings
- Learn computer programs utilized in property room work area
- Understand and follow written and verbal instructions
- Schedule work projects to ensure timely completion
- Independently determine and exercise good judgment to correctly handle various situations in compliance with established procedures
- Pay close attention to details; learn and apply detailed information, processes and protocols
- Work effectively and productively with others; participate as an effective member of a service-oriented team
- Establish and maintain effective working relationships with county officials, employees, the general public, and other agencies
- Operate office equipment and computers associated with the position
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner



## EVIDENCE CUSTODIAN

EFFECTIVE NOVEMBER 21, 2023

### Other Characteristics:

- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite
- Ensure confidentiality of transactions
- Represent the Sheriff's Office to the public in a professional manner that is consistent with the Office's image
- Be highly organized and motivated
- Be of high moral character and ethics

### MINIMUM REQUIREMENTS:

Citizenship: United States citizen

Age: 19 years of age or older

Education: High School diploma or GED

**Other:** Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

### PREFERRED REQUIREMENTS:

- Bachelor's or Associate's degree in job-related field
- Two (2) years' experience in evidence room management

### PHYSICAL REQUIREMENTS:

- Must meet those requirements to obtain a state of Alabama driver's license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

### WORKING CONDITIONS:

This position has a high risk of personal injury as compared to the general population. The Evidence Custodian may be exposed to graphic crime scene content, reports, or photos. Exposure to dangerous chemicals and illegal substances is also a possibility.

**Examinations:** No written or performance examination will be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description, and denoted on their job application and responses to any supplemental questionnaire.



## EVIDENCE CUSTODIAN

EFFECTIVE NOVEMBER 21, 2023

**Background Check:** All applicants must satisfactorily complete a background investigation and an in-person interview.

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

**FLSA STATUS: Non-Exempt**

**Shelby County is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.**



## CRIMINAL ANALYST

EFFECTIVE JUNE 1, 2026

**JOB SUMMARY:** The Criminal Analyst is a civilian employee (non-sworn) who is responsible for performing statistical and legal research relating to crime pattern direction, suspect-crime correlation, target suspect data and crime forecasting. The Criminal Analyst is expected to provide accurate and timely crime and intelligence information in support of patrol operations, criminal investigations, crime prevention, and administrative functions. Job duties are technical in nature, and support the overall Shelby County Sheriff's Office mission. Work is performed independently, under general supervision from the Sheriff, Chief Deputy or designee. Work is reviewed for accuracy, productivity and compliance with established procedures. This position does not supervise others.

**REPORTS TO: Captain - Criminal Investigations Division Commander**

### ESSENTIAL FUNCTIONS:

- Providing intelligence products and reports to include relevant statistical, analytical, and research data for use in decision-making
- Working with federal, state, and local agencies to share intelligence information to assist in investigations
- Analyzing statistical data to assist in proactive and targeted investigations
- Interacting and communicating with other law enforcement personnel and analysts within fusion centers (e.g., Metro Area Crime Center) to obtain and share intelligence
- Checking anonymous tips for leads and intelligence
- Utilizing various methodology to assess crime data and develop suspect profiles
- Utilizing various methods of analysis depending on the need (e.g., link analysis, film analysis, temporal analysis, spatial analysis, financial analysis, phone tree analysis, etc.)
- Providing case support to criminal investigations by geographically linking criminal intelligence to individuals, organizations, and criminal activity
- Developing crime reports, mapping criminal activity, bulleting, charts, etc., to support policing activities
- Conducting presentations to inform of crime data, trends, patterns, etc.
- Putting statistical reports together on a weekly/monthly/or on as-needed basis
- Preparing custom reports as requested to support the Sheriff and administration with meetings, presentations, decision-making, budgets, etc.
- Other job functions as assigned

**SUPERVISION EXERCISED: None.**

### KNOWLEDGE, SKILL, & ABILITIES:

#### Knowledge of:

- United States constitutional laws
- State and federal laws





## CRIMINAL ANALYST

EFFECTIVE JUNE 1, 2026

- Crime analysis techniques (types, functions, and processes utilized)
- Crime-related terminology
- Criminal justice system functions and processes
- Automated law enforcement information systems
- SCSO record management systems
- Methods and techniques used in researching, compiling, sorting, evaluating and analyzing statistical, theoretical, and factual criminal and offender information
- Computer programs such as Microsoft Word, Excel, and PowerPoint
- Knowledge of open source intelligence collection methods, techniques and sources
- Standard safety procedures

### **Skill in and/or Ability to:**

- Identify crime patterns using a variety of techniques and sources
- Communicate clearly, concisely, and effectively, both orally and in writing, with diverse groups and individuals
- Analyze information, problems, conditions, statistical data, and prepare written descriptions and reports
- Establish and maintain effective working relationships with county officials, employees, the general public, and other agencies
- Find and use relevant "open source" information via internet/intranet, search engines, etc.
- Effectively prioritize work to meet deadlines by coordinating, performing, and completing tasks concurrently, and in a timely manner
- Respond to requests for inquiries after normal work hours to gather and share intelligence information
- Exercise sound judgment in the evaluation of the integrity of information
- Use independent judgment and make sound decisions consistent with policy and procedures
- Work well under pressure
- Network and create bonds with key personnel and agencies to improve the transfer of information between parties
- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite
- Exercise confidentiality of transactions
- Represent the Sheriff's Office to the public in a professional manner that is consistent with the Office
- Be of high moral character and ethics

### **MINIMUM REQUIREMENTS:**

Citizenship: United States

Age: 19 years of age or older

Education: High School diploma or GED





## CRIMINAL ANALYST

EFFECTIVE JUNE 1, 2026

Certification: Certified Crime Analyst or Certified Crime & Intelligence Analyst through a recognized Criminal Analyst program.

**Other:** Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

### **PREFERRED REQUIREMENTS:**

Bachelor's or Associate's degree in job-related field.

### **PHYSICAL REQUIREMENTS:**

- Must meet those requirements to obtain a state of Alabama driver's license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

### **WORKING CONDITIONS:**

Law enforcement office environment.

**Examinations:** No written or performance examination will be required for this position. Applicants are screened based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application.

**Background Check:** All applicants must satisfactorily complete a background investigation and an in-person interview.

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

### **FLSA STATUS: Non-Exempt**

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## FLEET MANAGER

EFFECTIVE OCTOBER 1, 2023

**JOB SUMMARY:** The Fleet Manager is the primary person responsible for overseeing the maintenance and inventory of vehicles and other equipment assigned to the Shelby County Sheriff's Office.

**REPORTS TO: Sheriff or designee**

### ESSENTIAL FUNCTIONS:

#### **Fleet Maintenance, Repair, and Installation**

- Performs fleet and pool duties including transporting vehicles to and from maintenance facilities.
- Performs limited preventative maintenance, vehicle repair, vehicle equipment/hardware installation and other services as necessary.
- Diagnose and troubleshoot all related issues involving 12V electrical and up-fitted equipment.
- May attend training regarding equipment repair and maintenance.

#### **Fleet Coordination:**

- Works with Sheriff's Office personnel to identify needs related to fleet vehicles and public safety vehicle equipment.
- Makes recommendations on the purchase of new vehicles and removal of vehicles from the fleet inventory.
- Makes appropriate notifications about dealer recalls and other known recurring vehicle problems.

#### **Equipment Coordination:**

- Conducts physical inventories or access availability of equipment needed for fleet maintenance (tires, brake pads, etc.)
- Obtains bids, price quotes and helps to initiate purchase requisitions for vehicles, accessories, vehicle maintenance and repairs
- Determines items appropriate for surplus or sale
- Prepares and documents items for disposal
- Maintains appropriate records of equipment coordination

#### **Operates Computer systems and related databases:**

- Inputs information in order to perform inventory control and distribution including records search, data input and data corrections
- Maintains automated records for items or vehicles received, orders filled, items used or damaged
- Maintains related logs and records utilizing the agency's fleet software





## FLEET MANAGER

EFFECTIVE OCTOBER 1, 2023

**Coordinates all repairs of Sheriff's Office vehicles, lawn equipment, public safety equipment and related equipment as needed.**

- Perform minor small engine repairs on lawn equipment and ATVs
- Coordinate regular maintenance tasks for lawn equipment and ATVs
- Maintain, troubleshoot and deploy LPR information platform
- Maintain, troubleshoot and deploy Mobile Command Unit

**Makes recommendations to the Sheriff for long range planning for purchasing equipment.**

- Responsible for recommending the purchase of vehicles, public safety equipment and all up-fitted equipment and installation of equipment
- May travel to evaluate equipment that the Sheriff's Office may consider purchasing
- Research and evaluate all vehicle related technology/equipment to improve the fleet

**Maintain, and deploy speed radar signs while communicating with HOAs and Municipalities.**

**Performs all duties in a safe and efficient manner.**

**Performs all other duties and tasks as assigned by supervisor.**

**SUPERVISION EXERCISED: Fleet Specialist**

**KNOWLEDGE, SKILL, & ABILITIES:**

**Knowledge of:**

- Knowledge of equipment repair, electrical repair, and preventative maintenance
- Knowledge of methods, materials, tools and standard practices of the automotive mechanic trade
- Knowledge of vehicle interior tear down
- Knowledge of vehicle exterior tear down (front grill, headlights, taillights, etc.)
- Experience with hand tools, power tools, and multimeter
- Experience in or basic knowledge of installation and troubleshooting sirens, warning lights, and other public safety vehicular equipment

**Skill in:**

- Verbal skills to explain procedures and work methods and assignments
- Reading and writing skills to read and understand repair manuals, complete reports, and order parts
- Business Math skills

**Ability to:**

- Work independently



## FLEET MANAGER

EFFECTIVE OCTOBER 1, 2023

- Communicate well with other personnel
- Work in confined, or tight spaces
- Work in extreme hot or cold temperatures
- Follow specific instructions and orders

### MINIMUM REQUIREMENTS:

Citizenship: United States citizen

Age: 19 years of age or older

Education: High School diploma or GED

Experience: 10 years experience in a shop setting as a mechanic.

Additional education or training in a related field to ensure candidate can perform all job functions as listed.

### PREFERRED REQUIREMENTS:

- Previous training on shop safety
- Computer skills
- Supervisory experience

### PHYSICAL REQUIREMENTS:

- Must meet those requirements to obtain a state of Alabama driver's license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

**WORKING CONDITIONS:** Automotive repair environment which could include work either inside or outside of a shop. Some work will be in an office environment. Duties involve a moderate degree of risk and discomfort when installing equipment, loading or unloading equipment; operating vehicle and/or materials handling equipment for delivery and movement of equipment, parts or supplies. Employee utilizes accepted safety precautions necessary to avoid injury to self and items handled.

**Examinations:** No written or performance examination will be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application and responses to any supplemental questionnaire.





## FLEET MANAGER

EFFECTIVE OCTOBER 1, 2023

**Background Check:** All applicants must satisfactorily complete an in-person interview, a background investigation, polygraph examination, personality inventory, and a medical examination.

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

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## FLEET SPECIALIST

EFFECTIVE OCTOBER 1, 2023

**JOB SUMMARY:** The Fleet Specialist is responsible for assisting the Fleet Manager in the maintenance and inventory of vehicles and other equipment assigned to the Shelby County Sheriff's Office.

**REPORTS TO: Fleet Manager**

### ESSENTIAL FUNCTIONS:

#### **Fleet Maintenance, Repair, and Installation**

- Performs fleet and pool duties including transporting vehicles to and from maintenance facilities.
- Performs limited preventative maintenance, vehicle repair, vehicle equipment/hardware installation and other services as necessary.
- Diagnose and troubleshoot all related issues involving 12V electrical and up-fitted equipment.
- May attend training regarding equipment repair and maintenance.

#### **Fleet Coordination:**

- Works with Sheriff's Office personnel to identify needs related to fleet vehicles and public safety vehicle equipment.
- Makes recommendations on the purchase of new vehicles and removal of vehicles from the fleet inventory.
- Makes appropriate notifications about dealer recalls and other known recurring vehicle problems.

#### **Equipment Coordination:**

- Conducts physical inventories or access availability of equipment needed for fleet maintenance (tires, brake pads, etc.)
- Obtains bids, price quotes and helps to initiate purchase requisitions for vehicles, accessories, vehicle maintenance and repairs.
- Determines items appropriate for surplus or sale.
- Prepares and documents items for disposal.
- Maintains appropriate records of equipment coordination.

#### **Operates Computer systems and related databases:**

- Inputs information in order to perform inventory control and distribution including records search, data input and data corrections.
- Maintains automated records for items or vehicles received, orders filled, items used or damaged.
- Maintains related logs and records utilizing the agency's fleet software.





## FLEET SPECIALIST

EFFECTIVE OCTOBER 1, 2023

**Coordinates all repairs of Sheriff's Office vehicles, lawn equipment, public safety equipment and related equipment as needed.**

- Perform minor small engine repairs on lawn equipment and ATVs
- Coordinate regular maintenance tasks for lawn equipment and ATVs
- Maintain, troubleshoot and deploy LPR information platform
- Maintain, troubleshoot and deploy Mobile Command Unit

**Assists Fleet Manager in long range planning for purchasing equipment.**

- Assists the Fleet Manager in purchases of vehicles, public safety equipment and all up-fitted equipment and installation of equipment
- May travel to evaluate equipment that the Sheriff's Office may consider purchasing
- Research and evaluate all vehicle related technology/equipment to improve the fleet

**Maintain and deploy speed radar signs while communicating with HOAs and Municipalities.**

**Performs all duties in a safe and efficient manner.**

**Performs all other duties and tasks as assigned by supervisor.**

**SUPERVISION EXERCISED: NONE**

**KNOWLEDGE, SKILL, & ABILITIES:**

**Knowledge of:**

- Knowledge of equipment repair, electrical repair, and preventative maintenance.
- Knowledge of methods, materials, tools and standard practices of the automotive mechanic trade.
- Knowledge of vehicle interior tear down.
- Knowledge of vehicle exterior tear down (front grill, headlights, taillights, etc.)
- Experience with hand tools, power tools, and multimeter.
- Experience in or basic knowledge of installation and troubleshooting sirens, warning lights, and other public safety vehicular equipment.

**Skill in:**

- Verbal skills to explain procedures and work methods and assignments.
- Reading and writing skills to read and understand repair manuals, complete reports, and order parts.
- Business Math skills.



## FLEET SPECIALIST

EFFECTIVE OCTOBER 1, 2023

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### Ability to:

- Work independently
- Communicate well with other personnel
- Work in confined, or tight spaces
- Work in extreme hot or cold temperatures
- Follow specific instructions and orders

### MINIMUM REQUIREMENTS:

Citizenship: United States citizen

Age: 19 years of age or older

Education: High School diploma or GED

Experience: 5 years experience in a shop setting as a mechanic.

Additional education or training in a related field to ensure candidate can perform all job functions as listed.

### PREFERRED REQUIREMENTS:

- Previous training on shop safety
- Computer skills.

### PHYSICAL REQUIREMENTS:

- Must meet those requirements to obtain a state of Alabama driver's license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

**WORKING CONDITIONS:** Automotive repair environment which could include work either inside or outside of a shop. Some work will be in an office environment. Duties involve a moderate degree of risk and discomfort when installing equipment, loading or unloading equipment; operating vehicle and/or materials handling equipment for delivery and movement of equipment, parts or supplies. Employee utilizes accepted safety precautions necessary to avoid injury to self and items handled.

**Examinations:** No written or performance examination will be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application and responses to any supplemental questionnaire.



## FLEET SPECIALIST

EFFECTIVE OCTOBER 1, 2023

**Background Check:** All applicants must satisfactorily complete an in-person interview, a background investigation, polygraph examination, personality inventory, and a medical examination.

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

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## DIRECTOR OF JAIL FOOD SERVICES

EFFECTIVE NOVEMBER 21, 2023

**JOB SUMMARY:** The Director of Food Services – Jail position oversees scheduling and preparation of meals in the Shelby County Jail. Work involves training and supervising inmate kitchen staff in the preparation of meals. Work also involves the planning, managing and coordinating a large food service operation, along with knowledge of the basic techniques of preparing special menus for inmates' dietary needs. This position estimates food consumption and prepares requisitions for purchase of food, plans menus, ensures proper equipment operation and maintenance, and ensures proper safety and sanitation standards are met. The Director of Food Services must be able to also perform all of the essential functions of the Kitchen Manager.

**REPORTS TO: Jail Division Commander - Captain**

### ESSENTIAL FUNCTIONS:

- Comply with all local, state, and federal regulations related to food service
- Supervise storage, preparation, and serving of meals under sanitary conditions in accordance with the State Health Department requirements
- Supervise and train up to twenty (20) inmate staff in the preparation of meals, sanitation and safe operation of kitchen equipment
- Find, evaluate, and select the best vendors to drive savings, increase value, and manage risks for the procurement of food items and kitchen supplies
- Calculate food costs, prepare reports and maintain inventory records, budget requests and expenditures
- Establish food and related supply needs, prepare PO's, and order all food supplies
- Reorder kitchen supplies as needed
- Order and maintain adequate inventory levels of food and supplies to provide adequate food services for inmates
- Maintain inventory, procurement, and accountability of kitchen supplies including cutlery, spices, cleaning agents, etc., to ensure jail security
- Prepare food inventory and food preparation plans for jail emergencies including loss of power and off-site relocation of inmates
- Provide training and guidance for the Jail Deputy assigned to the kitchen to help ensure he or she has a clear understanding of the operation of the kitchen
- Provide quality control with food preparation and kitchen safety through direct observation and review of video footage
- Accept and verify all food and food supply deliveries
- Consult with a certified dietitian to ensure dietary and nutritional requirements are met
- Ensure that medical and religious diet meals are prepared as approved by medical personnel and/or facility administrator
- Ensure timely meal preparation
- Supervise the loading and delivery of food carts to the housing pods



## DIRECTOR OF JAIL FOOD SERVICES

EFFECTIVE NOVEMBER 21, 2023

- Inspect delivered food items for spoilage or damage, and to ensure the proper quantity of items are received
- Oversee the storage of food and food items by the inmate staff
- Supervise the operation of all food equipment such as dishwasher, ovens, griddles, steam pots, etc.
- Supervise cleaning of kitchen and kitchen equipment after preparation and completion of the meal periods
- Follow and enforce all jail safety and security procedures
- Monitor and ensure the proper operation of multiple refrigerated food storage units
- May be required to perform other tasks as assigned by supervisor

### **SUPERVISION EXERCISED: Assistant Kitchen Manager, Staff, and Inmates**

### **KNOWLEDGE, SKILL, & ABILITIES:**

#### **Knowledge of:**

- State and County Health Department food service regulations regarding the acceptable quality of food items delivered and prepared
- The proper use of equipment, appliances, conventional and convection ovens, and equipment designed for use in institutional meal preparations
- Dietary needs and portion control procedures
- Sanitation control methods for food and food preparation
- Knowledge of volume cooking methods
- Methods incorporating special dietary needs into the daily menus

#### **Skill in:**

- Math to effectively calculate food costs, budget requests and expenditures
- Reading to comprehend recipes, menus and invoices
- Written communication for preparing and maintaining records

#### **Ability to:**

- Maintain high standards of cleanliness
- Ability to follow oral and written instructions and to keep records
- Maintain effective working relationships with co-workers, supervisors, and inmate staff
- Train, coordinate, motivate and oversee the work of skilled and unskilled employees
- Use adding machine, calculator and personal computer
- Plan daily and weekly meals economically and efficiently, including leftovers
- Ability to be accessible by jail staff during regular hours, after-hours, and weekends



## DIRECTOR OF JAIL FOOD SERVICES

EFFECTIVE NOVEMBER 21, 2023

### MINIMUM REQUIREMENTS:

- Citizenship: United States
- Age: 19 years of age or older
- Education: High School diploma or GED
- Experience:
  - Four years' experience in quality food preparation in a high volume, fast paced kitchen environment which includes the planning and preparation of menus and meals, ordering food and food items, cleaning and maintenance of kitchen facilities, and the completion and maintenance of records
  - Possess a current Serv-Safe Certification
  - Four years' experience working with outside food service vendors/suppliers

### PREFERRED REQUIREMENTS

- Formal culinary education, certificate, or bachelor's degree
- Five years supervisory experience in a fast-paced, high-volume kitchen
- Experience in a correctional institution kitchen environment

**Other:** Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

### PHYSICAL REQUIREMENTS:

- Must be able to lift, bend, climb and carry objects of light to moderate weight (15-49 pounds) short distances
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

### WORKING CONDITIONS:

This position has a high risk of personal injury as compared to the general population.

**Examinations:** No written or performance examination will be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application and responses to any supplemental questionnaire.

**Background Check:** All applicants must satisfactorily complete a background investigation and an in-person interview.



## DIRECTOR OF JAIL FOOD SERVICES

EFFECTIVE NOVEMBER 21, 2023

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

**FLSA Status: Non-Exempt**

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## JAIL SOCIAL WORKER

EFFECTIVE NOVEMBER 21, 2023

**JOB SUMMARY:** The Jail Social Worker is a licensed practitioner who helps inmates address the problems that led to incarceration. They help inmates acclimate, cope with their surroundings, and manage their emotions. They suggest ways that inmates can overcome barriers that threaten to undermine successful reintegration into the community. The Jail Social Worker also assists inmates after they are released by referring their clients to social services available within the community.

**REPORTS TO: Director of Jail Social Services and Jail Captain**

### ESSENTIAL FUNCTIONS:

- Conducts assessments and summarizes case information for use in diagnosis, treatment (level of care), and dispositional release
- Diagnoses and/or collaborates in the formulation of a diagnosis
- Develops, monitors, and modifies treatment plans in collaboration with the interdisciplinary treatment team
- Identifies and recommends appropriate services based on assessment and, where applicable, civil or penal code commitment
- Provides individual and group therapy as delineated in the treatment plan
- Provides suicide and crisis risk assessment and intervention
- Participates in risk assessment, evaluation, and recommendation for alternate level of care placement, for release to the community, or other case disposition (with consideration for the risk the patient presents to the community)
- Coordinates discharge planning activities and acts as resource on accessing appropriate community support and services to be utilized upon release
- Responds to requests from clients/patients, family members, courts, and community agencies
- Provides social work services to family members and community agencies
- Consults with colleagues and other staff on behavior management treatment issues
- Prepares verbal and written social work reports and provides court testimony, as required by law and policy, which can be used in all legal jurisdictions
- Participates in professional meetings, committees, training, and conferences
- Participates in research and Quality Assurance and Improvement (QA&I)
- Maintains safety by assisting staff in inspecting facilities, or observing behavior to identify or intervene in security breaches that could lead to injuries or escape
- May be required to perform other tasks as assigned by supervisor
- Participates in Critical Care Team (CCT) meetings with Jail Command Staff

**SUPERVISION EXERCISED: None.**

**KNOWLEDGE, SKILL, & ABILITIES:**



**JAIL SOCIAL WORKER**  
EFFECTIVE NOVEMBER 21, 2023

**Knowledge of:**

- Principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work
- Psycho/social aspects of mental and developmental and physical disabilities
- Community organization principles
- Scope and activities of public and private health and welfare agencies
- Characteristics of mental, developmental, and physical disabilities
- Current trends in mental health, public health, and public welfare, federal, and state programs

**Skill in and/or Ability to:**

- Utilize and effectively apply the required technical knowledge
- Establish and maintain the confidence and cooperation of clients/patients
- Secure accurate psycho/social data and record such data systematically
- Prepare clear, accurate, and concise reports
- Work with family and community agencies in preparation for discharge
- Develop and implement programs
- Provide professional consultation
- Analyze situations accurately and take effective action
- Communicate effectively

**MINIMUM REQUIREMENTS:**

Citizenship: United States

Age: 21 years of age or older

Education: Completion of a Bachelor's Degree program from an accredited school of social work, approved by the Council on Social Work Education

License: Alabama Licensed Bachelor Social Worker (LBSW)

**Special Personal Characteristics:** Persons appointed to this class should have an objective and empathic understanding of individuals with mental, developmental, or physical disabilities; flexibility to alter hours as needed; tolerance; tact; emotional stability; and respect for persons from diverse backgrounds.

**Special Physical Characteristics:** Persons appointed to this class are reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees, patients, or inmates. Assignments may include sole responsibility for the control of patients, clients, or inmates and the protection of personal and real property.





**JAIL SOCIAL WORKER**  
EFFECTIVE NOVEMBER 21, 2023

**Other:** Must successfully complete an interview, background investigation, polygraph examination, personality inventory, drug screen, and medical examination.

**PREFERRED REQUIREMENTS:**

Master's degree Social Work or related field from an accredited university

**PHYSICAL REQUIREMENTS:**

- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

**WORKING CONDITIONS:**

This position has a high risk of personal injury as compared to the general population. Work environment could involve exposure to a number of adverse conditions including, but not limited to, angry or hostile inmates, bodily fluids, high noise levels, moderate heights, mechanical hazards, slippery floors, bodily injuries, offensive odors, dust, and pollens.

**Examinations:** No written or performance examination will be required for this position. Applicants are screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application and responses to any supplemental questionnaires.

**Background Check:** All applicants must satisfactorily complete a background investigation and an in-person interview.

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

**FLSA Status: Non-Exempt**

**Shelby County is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.**





## DEPUTY SHERIFF PILOT

EFFECTIVE NOVEMBER 21, 2023

**JOB SUMMARY:** The Deputy Pilot flies a rotary wing aircraft (helicopter) to provide air support to law enforcement, search, and rescue activities. Flight missions may include, but are not limited to: search and rescue, surveillance, crowd control (large events, civil disturbances, etc.), fire suppression, transport, and various support for emergency/disaster management operations. Deputy Pilot is also a sworn law enforcement position and may be required to perform the essential functions detailed in the Deputy Sheriff job description.

**REPORTS TO:** Senior Deputy Pilot

### ESSENTIAL FUNCTIONS:

- Conducts flights in compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures established by the Federal Aviation Administration, the county, and state/federal governments
- Determines and executes appropriate flight patterns and path to accomplish mission
- Observes and relays information to law enforcement or other officials on the ground
- Transports officials as directed and ensures safety of passengers
- Maneuvers and positions aircraft and equipment as appropriate, to accomplish the required task
- Performs pre-flight checks of helicopters
- Inspects helicopters and related equipment prior to departure to detect leaking fluids, inoperative controls, low fuel levels, or other unsafe conditions
- Determines feasibility of proposed flight mission
- Obtains/interprets weather briefings
- Determines whether flights are possible based on weather, terrain, pilot readiness, equipment, location, safety, and operational considerations
- Performs post-flight inspections of helicopter; re-fuels helicopter
- Assists with routine maintenance and testing of aircraft
- Maintains helicopter flight log books, helicopter maintenance log books, or other records
- Operates a variety of aircraft, machinery, equipment and tools associated with department activities, which may include a helicopter, global positioning system, aviation tools/instruments, measuring instruments, radio communications equipment, mechanic tools, or hand tools
- Prepares or completes various forms, reports, correspondence, flight logs, maintenance logs, or other documents
- Receives various forms, reports, correspondence, helicopter maintenance revisions, service bulletins, airworthiness directives, time sheets, charts, flight manuals, FAA regulations, FAA publications, bulletins, advisories, policies, procedures, manuals, maps, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate





- Performs other related duties as required
- May be required to perform other tasks as assigned by supervisor

**SUPERVISION EXERCISED: None.**

**KNOWLEDGE, SKILL, & ABILITIES:**

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information; includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures; requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech.

**INTELLIGENCE:** Requires the ability to learn and understand relatively complex principles and techniques, to make independent judgments in absence of supervision, to acquire knowledge of topics related to primary occupation.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas: add and subtract totals, multiply and divide totals, determine percentages, determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and recording devices.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using aviation equipment, and to operate a helicopter and motor vehicles.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.; must have the ability to use one hand for twisting or turning motions while coordinating other hand with different activities; must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of colors.





## DEPUTY SHERIFF PILOT

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**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions; must be able to relate to people in situations involving more than giving or receiving instructions such as then interpreting assignments and policies; must be adaptable to performing under stressful conditions when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and hear (Talking-expressing or exchanging ideas by means of spoken word) (Hearing-perceiving nature of sounds by ear).

### **MINIMUM REQUIREMENTS:**

Citizenship: United States

Age: 21 years of age or older

Education: High School diploma or GED

Experience: Must have logged a minimum of 250 flight hours in helicopters, to include 100 hours in a turbine helicopter and 50 hours in OH 58 ( or Bell 206) helicopter; or any equivalent combination of education, training, and experience which provides the necessary combination of knowledge, skills, and abilities for this position

**LICENSES:** Must possess and maintain Federal Aviation Administration Private Rotorcraft Rated Commercial Pilot license (or higher), and a Class 3 Medical Certificate; must successfully complete a unit flight proficiency review

### **PREFERRED REQUIREMENTS:**

- Class 2 Medical Certificate
- FAA Commercial Rotorcraft Rated Commercial Pilot License
- Bachelor's or Associate's degree in job-related field
- Previous experience with law enforcement, search and rescue, or other related activities

### **PHYSICAL REQUIREMENTS:**

- Must be physically able to operate a helicopter, search and rescue equipment, and a variety of automated office machines which includes computer, printer, etc.
- Must be able to use body members to work, move or carry objects or materials
- Must be able to exert up to fifty pounds of force occasionally, and/or up to thirty pounds frequently
- Physical demand requirements are at levels of those for physically active work

**Other:** Applicants must pass a physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph, and interviews prior to appointment. Applicants shall be required to meet State Minimum Standards for Law Enforcement Officers, and be able to complete State standard minimum training requirements after initial hiring and within the required time frame.



## DEPUTY SHERIFF PILOT

EFFECTIVE NOVEMBER 21, 2023

### PHYSICAL REQUIREMENTS:

- Must meet Alabama Police Officer Standard Training Requirements (APOST)
- Must maintain a valid state of Alabama driver's license
- May be required to sit for extended periods of time
- May be required to stand for extended periods of time
- May be required to travel for job related activities
- May be required to work alternate or rotating shifts
- Must be able to work in a confined environment with varying degrees of noise
- Must have good hearing
- Must have good vision
- Must have fine motor skills

### WORKING CONDITIONS:

This position has a high risk of personal injury as compared to the general population. Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, smoke, hazardous materials, heights, machinery, traffic hazards, light hazards, and heights

**Examinations:** Written and/or performance examination will be required for this position. Applicants are also screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application and responses to any supplemental questionnaire.

**Background Check:** All applicants must satisfactorily complete a background investigation and an in-person interview.

**FLSA Status: Non-Exempt**

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

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## SENIOR DEPUTY PILOT

EFFECTIVE NOVEMBER 21, 2023

**JOB SUMMARY:** The Senior Deputy Pilot performs the essential functions of the Deputy Pilot, which include flying a rotary wing aircraft (helicopter) to provide air support to law enforcement, search, and rescue activities, surveillance, crowd control (large events, civil disturbances, etc.), fire suppression, transport, and various other support for emergency/disaster management operations. This position also supervises the Deputy Sheriff Pilot and manages the maintenance of the aircraft. The Senior Deputy Pilot is also a sworn law enforcement position and may be required to perform the essential functions detailed in the Deputy Sheriff Job Description.

**REPORTS TO: Sheriff**

**ESSENTIAL FUNCTIONS:** (Actual duties may vary by divisional assignment.)

- Conducts flights in compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures established by the Federal Aviation Administration, the county, and state/federal governments
- Determines and executes appropriate flight patterns and path to accomplish mission
- Observes and relays information to law enforcement or other officials on the ground
- Transports officials as directed and ensures safety of passengers
- Maneuvers and positions aircraft and equipment as appropriate to accomplish the required task
- Performs pre-flight checks of helicopters
- Inspects helicopters and related equipment prior to departure to detect leaking fluids, inoperative controls, low fuel levels, or other unsafe conditions
- Determines feasibility of proposed flight mission
- Obtains/interprets weather briefings
- Determines whether flights are possible based on weather, terrain, pilot readiness, equipment, location, safety, and operational considerations
- Performs post-flight inspections of helicopter; refuels helicopter
- Assists with routine maintenance and testing of aircraft
- Maintains helicopter flight logbooks, helicopter maintenance log books, or other records
- Operates a variety of aircraft, machinery, equipment and tools associated with department activities, which may include a helicopter, global positioning system, aviation tools/instruments, measuring instruments, radio communications equipment, mechanic tools, or hand tools
- Prepares or completes various forms, reports, correspondence, flight logs, maintenance logs, or other documents
- Receives various forms, reports, correspondence, helicopter maintenance revisions, service bulletins, airworthiness directives, time sheets, charts, flight manuals, FAA regulations, FAA publications, bulletins, advisories, policies,



**SENIOR DEPUTY PILOT**  
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procedures, manuals, maps, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate

**ADDITIONAL DUTIES:**

**Performs supervisory duties**

- Communicates and relays directions to Deputy Sheriff Pilot
- Relays information to other personnel or agencies responding to a call
- Trains and counsels the Deputy Sheriff Pilot

**Manages assigned area**

- Recommends changes to the Standard Operating Procedures
- Manages and leads personnel in both office and field assignments
- Prepares and informs Deputy Sheriff Pilot of the work schedule
- Coordinates all activities within the assigned unit
- Maintains equipment and supplies assigned to personnel by conducting visual and physical inspections and scheduling periodic service and needed repairs
- Provides training opportunities to Deputy Sheriff Pilot by developing and conducting training sessions

**May be required to perform other tasks as assigned by supervisor.**

**SUPERVISION EXERCISED:** Deputy Sheriff Pilot

**KNOWLEDGE, SKILL, & ABILITIES:**

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information; includes giving assignments and/or directions to co-workers or assistants

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures; the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech.

**INTELLIGENCE:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.





## SENIOR DEPUTY PILOT

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**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide totals; determine percentages; determine time and weight

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and recording devices

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using aviation equipment, and to operate a helicopter and motor vehicles

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.; must have the ability to use one hand for twisting or turning motions while coordinating other hand with different activities; must have minimal levels of eye/hand/foot coordination

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of colors

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions such as then interpreting assignments and policies; must be adaptable to perform under stressful conditions when confronted with an emergency

**PHYSICAL COMMUNICATION:** Requires the ability to talk and hear. (Talking-expressing or exchanging ideas by means of spoken word) (Hearing-perceiving nature of sounds by ear)

### **MINIMUM REQUIREMENTS:**

**Citizenship:** United States citizen

**Age:** 21 years of age or older

**Education:** High School diploma or GED

**Experience:** Must have logged a minimum of 500 flight hours in helicopters, to include 250 hours in a turbine helicopter and 50 hours in OH 58 (or Bell 206) helicopter; or any equivalent combination of education, training, and experience which provides the necessary combination of knowledge, skills, and abilities for this position

### **LICENSES:**

- Must possess and maintain Federal Aviation Administration Commercial Rotorcraft Rated Commercial Pilot license (or higher)
- Must possess a Class 2 Medical Certificate
- Must successfully complete a unit flight proficiency review





## SENIOR DEPUTY PILOT

EFFECTIVE NOVEMBER 21, 2023

### PREFERRED REQUIREMENTS:

- Bachelor's or Associate's degree in job-related field.
- Previous experience with law enforcement, search and rescue, or other related activities.

### PHYSICAL REQUIREMENTS:

- Must be physically able to operate a helicopter, search and rescue equipment, and a variety of automated office machines which includes computer, printer, etc.
- Must be able to use body members to work, move or carry objects or materials
- Must be able to exert up to fifty pounds of force occasionally, and/or up to thirty pounds frequently. Physical demand requirements are at levels of those for physically active work.

**Other:** Applicants must pass a physical exam, physical fitness test, background investigation, drug screen, psychological test, polygraph, and interviews prior to appointment. Applicants shall be required to meet State Minimum Standards for Law Enforcement Officers, and be able to complete State standard minimum training requirements after initial hiring and within the required time frame.

### PHYSICAL REQUIREMENTS:

- Must meet Alabama Police Officer Standard Training Requirements. (APOST)
- Must maintain a valid state of Alabama driver's license
- May be required to sit for extended periods of time
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**WORKING CONDITIONS:** This position has a high risk of personal injury as compared to the general population. Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, smoke, hazardous materials, heights, machinery, traffic hazards, light hazards, and heights.

**Examinations:** Written and/or performance examination will be required for this position. Applicants are also screened and certified based on an evaluation of their education, training, experience and other requirements as outlined in this position description and denoted on their job application and responses to any supplemental questionnaire.





## SENIOR DEPUTY PILOT

EFFECTIVE NOVEMBER 21, 2023

**Background Check:** All applicants must satisfactorily complete a background investigation and an in-person interview.

**FLSA Status: Non-Exempt**

**Pre-Employment/Post Offer Drug Screening:** Shelby County is committed to providing and maintaining a drug-free work environment. After receiving a conditional offer of employment, applicants are required to pass a drug test conducted at a test site designated by Shelby County.

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