



Baker County Administrative Services ~ Personnel
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BAKER COUNTY JOB OPENING

DEPARTMENT: Sheriff

POSITION: **Corrections Lieutenant**

Full-time, non-represented position with benefits

Salary Range: 17

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
\$5,596/mo.	\$5,876/mo.	\$6,170/mo.	\$6,478/mo.	\$6,802/mo.	\$7,142/mo.	\$7,499/mo.

Summary

This classification serves as Lieutenant of Corrections, a division through the Sheriff’s Office that ensures State standards are met for Adults in Custody (AIC). This classification performs administrative duties in planning, organizing, directing and evaluating department programs and overseeing staff.

Examples of Essential Job Duties:

- Develop, implement, and evaluate programs and services for departmental operation. Prepare departmental budget; monitor fiscal expenditures. Supervise and direct work performance of departmental employees; maintain standards of efficiency; ensure compliance with legal regulations. Establish, maintain, and interpret policy and procedure. Oversee preparation of legal paperwork, court reports, and statistical records. Prepare required annual reports.
- Leads and directs the activities of jail personnel in carrying out the operation of the jail facility; ensures that established guidelines and State requirements are followed by the particular operational unit, and that work meets standards.
- Ensures compliance with State standards; participates in the oversight in managing Adults in Custody; oversees jail medical providers, transports, reporting requirements and operations; confers regularly with law enforcement agencies, courts, community partners and County staff.
- Assist the Sheriff or designee in developing and preparing policies and procedures of the facility operation.

Education, Experience and Training

The successful candidate for the position of Jail Lieutenant will have 3 years of progressively responsible work experience and/or formal education in law enforcement and 3 years supervisory experience or a satisfactory combination of education and experience. The successful candidate must possess a valid Oregon driver license, first aid, and CPR certifications at all times during employment with the Baker County Sheriff’s Office. Candidate must be able to obtain and maintain Supervisory DPSST Certification as a Corrections officer and LEDS certification.

A complete job description and application is available upon request or online at: www.bakercountyor.gov

For additional information, contact the Sheriff at 541-523-6415. Applications must be submitted to the Sheriff’s Office or Baker County Personnel Office.

POST DATE: December 31, 2024

CLOSING DATE: Open until filled