

SPARTANBURG COUNTY
JOB DESCRIPTION, SEPTEMBER

JOB TITLE: CHAPLAIN
SHERIFF'S OFFICE

GENERAL STATEMENT OF JOB

Under limited supervision, provides pastoral assistance to employees of the Sheriff's Office and their families, especially in times of emergency. Exercises supervision over Chaplain Volunteers as well as to serve as Liaison to Sheriff and Chaplain Volunteers. Provides direction and necessary administrative support to Chaplain Volunteers. Promotes good community relations between the public and the Spartanburg County Sheriff's Office.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provide leadership in planning, supervising, assigning duties of Chaplain Volunteers.

Provide timely information as to events, sickness, deaths, etc. where the presence of a Chaplain(s) is required/desired.

Serve as a Liaison between Chaplains and other divisions of the Sheriff's Office as required.

Plans, develops, and maintain on call rosters of Chaplain Volunteers and distributes rosters within the Department as necessary.

Assist in making notification to families of officers who have been seriously injured or killed.

After family notification, respond to hospital when officer has been injured.

Attend and/or participate in the funeral of active or retired members of the Sheriff's Office.

Counsel with officers and other employees having personal problems, at their request.

Be on-call to respond as well.

Participate in training and other special training as required.

Attend graduations, award ceremonies, promotion activities, dinners and social events, offering invocations and devotions as requested.

Represent, at the request of the Sheriff, the Sheriff's Office at public functions.

Assist in the Sheriff's Office public relations efforts.

Provide Liaison with other leaders and organizations in the community.

CHAPLAIN, SHERIFF'S OFFICE

Accompany officers on a ride-along at least eight hours each month.

Serve as an advisor to the Sheriff and other employees in matters pertaining to ethics and be available for inquiries relating to same.

Develop and maintain a working knowledge of, and comply with, all policies, general orders, regulations, state and national laws governing the operations of the Spartanburg County Sheriff's Office.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

- (1) Ecclesiastically certified and endorsed by an ecclesiastical authority of a recognized religious body.
- (2) Have ten years experience as serving, ordained clergy.
- (3) Maintain high ethical and moral standards both personally and professionally.
- (4) Bachelor's degree with emphasis in Theology and or Religion.
- (5) Minimum of 60 hours training in Criminal Justice field as it relates to Chaplaincy programs.
- (6) Must have a valid South Carolina driver's license.
- (7) Be willing to be screened by the Spartanburg County Sheriff's Office command staff for recommendation forwarded to the Sheriff.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirement: Must be physically able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Must be able to walk and/or stand for long periods of time. Must be able to pass physical standards test as required for employment at the Sheriff's Office. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, and observing general surroundings and activities.

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.

CHAPLAIN, SHERIFF'S OFFICE

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to co-workers and assistants. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of document and reports including incident reports, supplemental reports, investigative reports, court orders, detention orders, etc., work schedules, performance evaluations, various departmental records and related information, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Intelligence: Has the ability to apply principles of rational systems as applied to law enforcement to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions. Must be able to use and interpret law enforcement and personnel terminology and language.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to determine time and weight; to utilize basic systems of algebra and geometry; and to utilize applications of statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using related law enforcement machinery, equipment and tools; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, law enforcement equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shade of color.

Interpersonal Temperament: Has the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking-expressing or exchanging idea by means of spoken words; hearing – perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the rules, regulations, laws, and ordinances governing the activities of the Sheriff's Office. Is able to maintain control of assigned activities through effective supervision of subordinates and the application of good human relations techniques. Has extensive knowledge of up-to-date methods of law enforcement and established law enforcement procedures. Has extensive knowledge of legal rights of accused persons and law enforcement officers. Has considerable knowledge of civil process. Is able to analyze problems that arise in the areas under supervision and recommend solutions. Is able to use independent judgment and discretion in dealing with emergency situations, handling internal problems of the department, reacting to public pressures. Is able to assemble and analyze information and make written reports clearly and effectively. Is able to comprehend, interpret and apply regulations, procedures and related information. Is able to communicate effectively with a wide variety of public and private groups and is persuasive in such communications. Has sufficient knowledge of other county divisions/departments to communicate and interface with their representatives as necessary in carrying out duties and responsibilities. Has the ability to handle required mathematical calculations accurately and quickly. Is able to react quickly and calmly in emergency situations. Has good organizational, technical and management skills.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all county departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities".

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Spartanburg County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to county policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researchers problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with county policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the county.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and county benefit. Contributes to maintaining high morale among all county employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will within the county. Emphasizes the importance of maintaining a positive image within the county. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the county and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the county. Within the constraints of county policy, formulates the appropriate strategy and tactics for achieving departmental and county policy, formulates the appropriate strategy and tactics for achieving departmental and county objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and the county.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all county and department matters affecting them and/or concern to them.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of county goals and objectives.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitely to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and county. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of county policies regarding the department and county function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the county and continually reviews department policies in order to ensure that any changes in county philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.