

Department: Sheriff's Department
Classification: Non-Competitive
Grade: 10M/C-40 Hr.

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CHIEF DEPUTY SHERIFF

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising the law enforcement operation of the Essex County Sheriff's Department under the direction of the Sheriff and/or Undersheriff. The Chief Deputy is responsible for directing, coordinating, training, and evaluating the performance of subordinates in their duties and responsibilities. The incumbent has direct involvement in overseeing the various functions of the Sheriff's Department and Correctional Facility in the absence of the Jail Administrator and the Assistant Jail Administrator, and provides professional, law enforcement decisions to situations which may arise. Supervision is exercised over subordinate law enforcement, corrections, and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Advises subordinates on legal and administrative matters;
Supervises operations, details, assignments, and other miscellaneous happenings in the Sheriff's Department;
Supervises the administrative functions of assigned divisions;
Directs activities to ensure the prevention of crime and the protection of life and property;
Enforces all laws and departmental rules and regulations pertaining to the employees;
Recommends remedial or disciplinary actions for inefficient, incompetent, or unsuitable members;
Trains, directs, supervises, and evaluates employees in their assigned duties;
Interviews prospective employees for all divisions;
Coordinates activities with other local, state, federal, correctional and police agencies to ensure efficient operations of the Sheriff's Office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of modern law enforcement administration; thorough knowledge of the principles and practices of criminal investigations; thorough knowledge of the principles and practices of supervision; good knowledge of the operation of radio, teletype, and other equipment; ability to communicate ideas clearly; ability to understand and follow complex oral and written directions; ability to organize and conduct training activities; willingness to accept responsibility and make decisions; sound judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one (1) year of experience in a position providing law enforcement supervision; or
(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and Three (3) years of experience in a position providing law enforcement supervision.

PROMOTION QUALIFICATIONS:

Six (6) years of permanent competitive status as a Deputy Sheriff Sergeant.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

Possession of an appropriate level New York State driver license at time of appointment.

Revised 03/05/2012, 1/22/2019