

Department: Sheriff's  
Classification: Competitive  
Grade:

SPEC DISK BB

DOCUMENT 03

DEPUTY SHERIFF/LIEUTENANT

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative position involving responsibility for assisting the Sheriff in supervising the work of various units of the department. The work is performed under the general direction of the Sheriff and the Undersheriff with wide leeway allowed for the use of independent judgment. Supervision is exercised over assigned subordinate employees of the Sheriff's Department. Does related work as required.

**NOTE:** *In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Supervises, directs, and coordinates the scheduling and utilization of department personnel; Relays and explains Sheriff's orders to Patrol Sergeants or Corrections Sergeants;  
Directs the maintenance of administrative records including payroll records, FBI reports, weekly status reports, and reimbursement for detention of military personnel reports;  
Plans, assigns, directs, and reviews the work of subordinate supervisory and clerical personnel;  
Supervises and directs the duties of the jail and dispatching staff, as assigned;  
Assists in the establishment, revision, and enforcement of department policies and procedures;  
Prepares written and oral reports relating to operational and administrative matters;  
Enforces rules and regulations governing personnel and staff.  
Reviews and records complaints concerning staff activities and takes appropriate action where possible or refers complaints to appropriate officials;  
Assists in the preparation of the Sheriff's Department budget;  
Assists in employee selection and coordinates appropriate training

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of modern administrative and security procedures related to the operation of Sheriff's Department; good knowledge of the theory and practices of Criminology and Penology; good knowledge of modern principles of criminal detection and identification; good knowledge of the New York State Code of Criminal Procedure, Vehicle and Traffic Law, and other statutes pertaining to criminal activities; good knowledge of the rules, regulations, and requirements of the Correction Law governing the supervision and treatment of inmates, safety and security of the facility and department employees; knowledge of minimum operating standards as set by the NYS Commission of Corrections; ability to direct and supervise the work of subordinate officers; familiarity with the operation of radio and related dispatch equipment; ability to communicate ideas clearly, both in oral and written form; ability to deal firmly and with fairness in relationships with employees, inmates, and the general public; good judgment and powers of observation; good

DEPUTY SHERIFF/LIEUTENANT - CONTINUED

physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**PROMOTION:** Two (2) years of permanent competitive status as an Essex County Deputy Sheriff Sergeant.

**SPECIAL CONDITION:**

**Candidates must take and pass the MPTC Supervisory Training within one year of being appointed, if not previously completed. Failure to complete this training within one (1) year will be deemed as vacating the position.**

**Revised - 08/31/2011**