

Department: Sheriff's
Classification: Competitive
Grade:

SPEC DISK C-B
DOCUMENT 04

DEPUTY SHERIFF/SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising the activities of Deputy Sheriffs and Correction Officers on an assigned shift or unit. An employee in this class assigns, inspects, and schedules the work of Deputy Sheriffs and Correction Officers. The work is performed under the general supervision of a higher ranking officer. An incumbent supervises and assists Deputy Sheriffs and Correction Officers in coping with difficult law enforcement situations; and organizes and coordinates the department's activities in responding to emergency situations. 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 the activities of Deputy Sheriffs and Correction Officers;
Assigns Deputies and Correction Officers to specific areas of patrol or investigation;
Receives complaints from public concerning crimes and emergencies;
Patrols areas to enforce laws, investigate crimes, and arrest violators;
Investigates illegal or suspicious activities of persons and quells disturbances;
Coordinates the transfer of prisoners between various locations;
Serves court orders and processes;
May be assigned to perform in specialized areas of investigation such as Juvenile, Narcotics, Vice, etc.;

May be designated as representative of the department in addressing civic groups or in dealings with other agencies;

Prepares and reviews a variety of records and reports associated with law enforcement work;
May be assigned responsibility for supervision and maintenance of departmental equipment.

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

Good knowledge of modern principles, practices, and techniques of law enforcement; good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedure Law, and other applicable laws, regulations, and ordinances; good knowledge of the local geography; good knowledge of the operation of radio equipment; good knowledge of the principles and practices of supervision; skill in the use of firearms, skill in the use of special equipment including police radar and breathalyzers; skill in the operation of a patrol car; ability to apply first aid; ability to deal firmly yet courteously with the public; good powers of observation; ability to follow and communicate written and oral directions; sound judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Three (3) years of permanent competitive status as an Essex County Deputy Sheriff or two (2) years as an Essex County Deputy Sheriff/Civil Officer.

Revised: 08/31/2011