

Department: Sheriff's
Classification: Exempt
Grade: 6 M/C

SPEC DISK A4
DOCUMENT 72

UNDERSHERIFF

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing, coordinating, and supervising the civil, criminal, correction, and administrative operations of the Sheriff's Department. The Undersheriff has direct involvement in overseeing the various functions of the department and providing professional law enforcement decisions to situations as they arise. Work is performed under general supervision with considerable leeway allowed for the use of independent judgment in planning the details of the work and resolving problems in emergency situations. Supervision is exercised over subordinate law enforcement, corrections, and clerical personnel. The incumbent 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)

Executes all department policy, rules, and regulations, and assumes responsibilities in the Sheriff's absence;
Reviews existing programs with the department to determine their effectiveness and currency, and makes recommendations for improvements;
Directs the administrative operations in the department including personnel, recruiting, staffing, and scheduling;
Prepares preliminary budget recommendations;
Oversees and directs criminal investigations, serious incidents, and internal investigations;
Coordinates activities with other local, state, and federal police agencies to ensure efficient operations of the Sheriff's Department;
Provides specialized training for department employees;
Keeps a variety of records and prepares reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the rules, regulations, and requirements of the Correction Law governing the treatment of inmates, safety, and security of the facility and department employees; comprehensive knowledge of modern principles and practices of police and criminal investigative techniques; thorough knowledge of the New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, and to local laws, ordinance, and regulations pertaining to police activities; thorough knowledge of the problems of correction facility inmate supervision; thorough knowledge of the principles, practices, and methods utilized in police investigative activities; thorough knowledge of the use of weapons and their capabilities; thorough knowledge of the budget process as it relates to support personnel and equipment needs for a security facility and road patrol program; thorough knowledge of what constitutes evidence and how to safeguard and process it; thorough knowledge of legal terminology encountered in police work; good powers of observation; ability to plan and supervise the work of others engaged in corrections and police work; ability to read, understand, and interpret written material; ability to deal courteously, yet firmly, with the public; ability to operate a police patrol car, radio, and radar equipment; skill in use of firearms; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and seven years law enforcement, corrections, or an equivalent combination of training and experience.