

UNDERSHERIFF

DISTINGUISHING FEATURES OF THE CLASS: As second in command, the Undersheriff assists in planning, administering, and coordinating the activities of the Sheriff's Office. The Undersheriff assumes the duties of Sheriff in his/her absence. This includes the daily operation of the Sheriff's Office and supervision of its employees. The position of Undersheriff is 24/7 and may s/he be called upon to supervise Officers and emergency personnel at the scene of serious accidents, criminal investigations and/or emergency situations.

TYPICAL WORK ACTIVITIES: (Illustrative only) The Undersheriff may be called upon to do any or all of the following: Establishes operational goals and policies for the Sheriff's Office, including establishing priorities, monitoring and evaluating the effectiveness and efficiency of the Sheriff's Office programs and developing and implementing plans to improve services and programs; Performs complex and varied financial strategic planning, including preparation and monitoring of the multi-million-dollar Sheriff's Office budget (including law enforcement and the correctional facility), forecasts revenues and expenditures, and monitors financial outcomes and providing timely financial analysis and direction via maintaining and adjusting cost allocation plans; Supervises command staff, selects and interviews job applicants, implements labor agreements, assigns training, oversees work assignments, participates in disciplinary counseling and subsequent actions, and establishes and evaluates appropriate performance standards in accordance with Sheriff's Office objectives; Participates in and/or reports to a variety of committees, professional associations, boards, and/or other related groups; Works collaboratively with other law enforcement agencies, as well as federal, state, and county government entities to research and resolve issues; Researches and identifies problem areas and the solution to such problems, including personnel, labor, economic, equipment, training, and/or applicable issues associated with day-to-day operation of the Sheriff's Office; Assists the Personnel Director in the preparation and negotiation of contracts, as they affect various unions affiliated with the Sheriff's Office; Oversee grants, court actions, investigations and other administrative procedures as they affect the Sheriff's Office; Acts as public relations liaison for the Sheriff's Office and disseminates information to representatives of the news media; Assumes all other management duties as directed by the Sheriff; Acts as Sheriff in his/her absence; Other related duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Excellent communication skills, both verbal and written; Sensitivity to cultural differences and diversity; Advanced knowledge of applicable State laws and departmental policies and procedures; Advanced knowledge of functional organization of a Sheriff's Office; Must possess sound judgement and strong leadership and risk management skills; Advanced interpersonal skills necessary to develop and maintain effective working relationships within the Sheriff's Office, as well as with government agencies and the general public; Good knowledge of employee civil service rights, bargaining units, contractual agreements and general personnel administration; Ability to anticipate potential personnel issues and the willingness to initiate appropriate preventive or corrective action; Skill in delegating, assigning, prioritizing, monitoring, and reviewing work assignments; Ability to take command of an emergency situation and render immediate decisions, as needed; Sound judgement and ability to think analytically, solve problems, make effective decisions; Commitment to confidentiality; Commitment to the efficient and effective use of County resources; Good computer skills; Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in Criminal Justice, Police Science or related field, or Sixty credit hours from a regionally accredited or New York State registered college with at least fifteen credit hours in the behavioral sciences*and eight years of supervisory law enforcement experience; OR
- B. Graduation from high school or possession of a high school equivalency diploma, and (2) two years of investigative experience or two years of active military service** and eight (8) years experience including supervising major crime investigations, in electronic surveillance techniques, evidence management; OR
- C. Graduation from high school or possession of a high school equivalency diploma, and (2) certified by Municipal Police Training and registered with Division of Criminal Justice Services and eight (8) years experience in Civil law, Communications, Corrections, Investigations, and Road Patrol.
- D. An equivalent combination of training and experience as indicated in (A), (B)and (C) above.

NOTE: *Behavioral Sciences are limited to psychology, sociology and anthropology.

** Military duty is defined as the Army, Navy, marine Corps, Air Force, Coast Guard and the national Guard when in service for the United States. Such service must have been on a full-time active duty basis other than for training purposes. Proof of an honorable discharge (DD-214) must be provided.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- 1. Must be eligible for a driver's license issued by the New York State Department of Motor Vehicles and must possess same at the time of appointment and maintain during employment.
- 2. Incumbents in this position must abide to policies and procedures of the Delaware County Sheriff's Office.

NOTE: Must be willing and able to serve and pleasure of the Sheriff, an elected official.

NOTE: Must be a Delaware County resident at time of appointment and maintain throughout employment.