

UNDERSHERIFF

NATURE OF THE WORK: The work involves responsibility for assisting the elected County Sheriff in 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. The Undersheriff provides supervision and oversight of operations of the Department as assigned by the Sheriff. Work is performed under direct supervision of the Sheriff. Supervision is exercised over a large staff of law enforcement personnel, corrections and clerical personnel. The Undersheriff has latitude for independent application of judgment in resolving problems in emergency situations.

TYPICAL DUTIES AND RESPONSIBILITIES:

Supervises and directs personnel engaged in general activities related to courts and transportation of prisoners

- oversees inmates being transported to courts and state prisons
- oversees and assures that vehicles are in proper condition for duties assigned
- in absence of Sheriff, assumes by law the duties and responsibilities of Sheriff
- responds to emergency situations throughout the County
- oversees the activities of the Road Patrol

Assists in the supervision and direction of the County correction facility

- responds to emergencies at jail, including after hours and on weekends
- ensures the maintenance of correct records for each inmate
- ensures Identification Officer keeps fingerprints, photos and records on each inmate
- oversees the administration of the jail

Assists in the supervision and direction of civil duties of department

- oversees duties of Civil Deputies
- ensures all civil documents (executions, summonses, subpoenas) are processed and served
- processes personnel requests from all Deputies (leave, etc.)
- answers complaints from attorneys, defendants and plaintiffs

Assists in the supervision and direction of Deputies assigned to courts

- oversees the work performed by Court Deputies
- keeps orderly flow of summonses and warrants
- processes transportation of youthful offenders to court and to upstate facilities and jurors to lunch and lodging
- provides courts with deputies during sessions

Assists in the supervision and operation of the Communications Center

- oversees Communications Officer
- ensures 24-hour coverage of Sheriff's radios

Performs activities to respond to emergency situations and to ensure the effectiveness of employees

- organizes and leads riot squad in civil disturbances
- oversees strikes and provides for availability of adequate law enforcement personnel
- participates on County Fire Investigation Team
- arranges for personnel to participate in training and qualifying programs
- maintains Sheriff's arsenal, conducts investigations on guns turned in or confiscated

Performs administrative support tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of functions and legal responsibilities of a County Sheriff's Department

Thorough knowledge of applicable laws, rules, regulations and court decisions affecting the operation of a County correction facility

Thorough knowledge of professional law enforcement practices and procedures

Good knowledge of mandated reports and records necessary for the operation of a correctional facility

Good knowledge of procedures and requirements to serve civil processes

Good knowledge of procedures and requirements to execute criminal warrants

Good knowledge of practices and procedures to be followed in strikes and riot control

Ability to respond using good judgment in emergency situations

Ability to plan, supervise and direct a large staff of law enforcement personnel

Ability to schedule 24-hour coverage

Ability to handle administrative details.

APPROPRIATE TRAINING, EXPERIENCE AND/OR SPECIAL REQUIREMENTS:

Graduation from high school or possession of a high school equivalency diploma and seven years law enforcement experience, of which three years shall have been in a supervisory capacity.