

## **ESTABLISHING JOB DESCRIPTIONS**

STANDARD NO(S):

NYSLEAP 2.2, 11.1,  
12.1, 12.9  
NYSSA # 1, 2,5-8,14  
NYSSA CS# 1

DATE:

June 29, 2009  
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REFER TO:

W. Timothy Luce

### **I. OBJECTIVE:**

In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff's Office has established written job descriptions which outline the scope, responsibilities and duties of the position.

### **II. POLICY:**

To establish a job description for each position or group of positions within the Seneca County Sheriff's Office.

### **III. DETAILS:**

- A. All full time positions within the Seneca County Sheriff's Office are Civil Service and are either non-competitive (no written test) or competitive (required written test) status.
- B. A job description exists in writing for each employment classification in the Seneca County Sheriff's Office. All job descriptions will be approved by the Sheriff and County Personnel Officer to ensure compliance with existing applicable laws.
- C. The New York Civil Service Commission has the responsibility of reviewing all job descriptions which are under their authority.
- D. Seneca County is an Equal Opportunity Employer.
- E. All persons hired with Law Enforcement or Corrections powers and duties pursuant to law by the Seneca County Sheriff's Office will be required to take an Oath of Office administered by the Seneca County Clerk.