

CHIEF DEPUTY SHERIFF

STANDARD NO(S):

NYSLEAP#: 2.2

DATE:

July 28, 2009
REVISED 07/13/2012

REFER TO:

Gary S. Sullivan

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

II. **POLICY:** To establish a job description for Chief Deputy Sheriff in the Seneca County Sheriff's Office.

III. **DETAILS:**

A. **Employment Criteria** – The Chief Deputy Sheriff is the chief operations officer of the Seneca County Sheriff's Office. During the absence of the Sheriff or Undersheriff, he assumes the responsibilities of the Sheriff. The Chief Deputy Sheriff serves as the Sheriff's third in command and assists him in the administration, control and operation of the Sheriff's Office. The Chief Deputy Sheriff supervises division commanders including: the Correctional Facility, Civil, Court Security, Investigations, and Uniformed Patrol. Typical work assignments vary and are outlined below as illustrative only:

Under general supervision, performs a wide variety of professional administrative and organizational responsibilities for the Sheriff's Office;

Work involves providing staff support, policy and planning duties;

The Chief Deputy Sheriff performs supervisory and administrative functions in departmental programs for general and narcotics investigations and patrol, and is responsible for providing administrative support and monitoring programs for efficiency;

Prepares news releases and addresses complaints from the general public;

The Chief Deputy Sheriff must exercise considerable initiative and independent judgment in all phases of work;

Must exercise considerable tact, courtesy and firmness in frequent contact with the general public;

Is exposed to the usual hazards of law enforcement work;

Assumes responsibilities of the Sheriff during the absence of Sheriff and Undersheriff;

Supervises division commanders including the Correctional Facility, Civil, Court Security, Investigations, and Uniform Patrol;

Co-Manages the department's complaint and internal affairs program;

Reviews new agency policy;

Maintains liaison between the Sheriff's Office and Board of Supervisors concerning the purchasing of and maintenance of department vehicles;

Confers with vendors regarding purchase specifications and pricing;

Maintains records of Sheriff's Office equipment inventory and capital assets;

Assists Sheriff and Undersheriff in budgetary and fiscal management;

Prepares and submits grant applications for equipment and personnel.

B. Full Performance Knowledges, Skills, Abilities & Personal Characteristics:

Must exercise considerable initiative and independent judgment in all phases of work;

Must exercise considerable tact, courtesy and firmness in frequent contact with the public;

Excellent communication skills, both written and oral;

Knowledge of complicated investigations;

Provide staff support, ability to monitor all programs. Efficient and timely in all phases of work.

- C. The position of Chief Deputy must meet all civil service requirements.

MINIMUM QUALIFICATIONS:

Two (2) years of permanent competitive status as a Lieutenant*;

Five (5) years of permanent competitive status as a Sergeant*; OR

Eight (8) years of permanent competitive status as an Investigator *

***appointed in accordance with the requirements of Section 58 of the Civil Service Law.**

- D. The Seneca County Sheriff and the Seneca County Personnel Office will establish all minimum qualifications.

- E. Seneca County is an Equal Opportunity Employer