

DEPARTMENT: COUNTY
CLASSIFICATION: UNCLASSIFIED
APPROVED:

SHERIFF

DISTINGUISHING FEATURES OF THE CLASS: Plans and directs the activities of the Niagara County Sheriff's office in Lockport and Niagara Falls. Works under the general direction of the State Department of Corrections and Niagara County Legislature for fiscal guidance. Exercises full supervision over a substantial number of employees in the Sheriff's Office. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Formulates policy and procedures for the office of the Sheriff and submits to the State Department of Corrections for approval;
2. Supervises through the Under-Sheriff and Deputies the administrative functions of the offices in Lockport and Niagara Falls;
3. Supervises through the Jail or the operations of the Jail;
4. Supervises through the Under-Sheriff the criminal investigation, radio control center, road patrol and County Building maintenance activities;
5. Supervises through the Under-Sheriff to Execution, Court and Summons activities;
6. Interviews and approves all appointments and dismissals;
7. Works closely with the District Attorney in gathering and presenting evidence;
8. Cooperates closely with City, State, Federal and other County law enforcement agencies;
9. Attends meetings and private conference and gives talks to public groups;
10. Conducts special investigations on major crimes and disasters;
11. Organizes schools for training personnel.