

DEPARTMENT: NIAGARA COUNTY SHERIFF **FLSA Status:** Exempt/Administrative 1/4/2010
CLASSIFICATION: EXEMPT
APPROVED: JANUARY 4, 2012

UNDERSHERIFF

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for 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. Work is performed under general supervision with considerable leeway allowed for the use of independent judgement in planning the details of the work and resolving problems in emergency situations. Supervision is exercised over subordinate law enforcement, corrections and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Executes all department policy, rules and regulations and assumes responsibilities in the Sheriff's absence;
2. Reviews existing programs with the department to determine their effectiveness and currency and makes recommendations for improvements;
3. Directs the administrative operations in the department including personnel, recruiting, staffing and scheduling;
4. Prepares preliminary budget recommendations;
5. Oversees and directs criminal investigations, serious incidents and internal investigations;
6. Coordinates activities with other local, state and federal police agencies to ensure efficient operations of the Sheriff's Department;
7. Provides specialized training for department employees;
8. Keeps a variety of records and prepares reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the rules, regulations and requirements of the Correction Law governing the treatment of inmates, safety and security of the facility and department employees; Comprehensive knowledge of modern principles and practices of police and criminal investigative techniques; Thorough knowledge of the New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and to local laws, ordinance and regulations pertaining to police activities; Thorough knowledge of the problems of correction facility inmate supervision; Thorough knowledge of the principles, practices and methods utilized in police investigative activities; Thorough knowledge of the use of weapons and their capabilities; Thorough knowledge of the budget process as it relates to support personnel and equipment needs for a security facility and road patrol program; Thorough knowledge of what constitutes evidence and how to safeguard and process it; Thorough knowledge of legal terminology encountered in police work; Good powers of observation; Ability to plan and supervise the work of others engaged in corrections and police work; Ability to plan and supervise the work of others engaged in corrections and police work; Ability to read, understand and interpret written material; Ability to deal courteously yet firmly with the public; Ability to operate a police patrol car, radio and radar equipment; Skill in the use of firearms; Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and ten (10) years law enforcement experience, five (5) years of which shall have been in a high level policy making and/or administrative supervisory capacity; **OR**
2. Graduation from high school or possession of an equivalency diploma and fifteen (15) years law enforcement experience.