

UNDERSHERIFF

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

TYPICAL WORK ACTIVITIES:

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND 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 law enforcement and criminal investigative techniques;
Thorough knowledge of the New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and of local laws, ordinances and regulations pertaining to law enforcement activities;
Thorough knowledge of the problems of correction facility inmate supervision;
Thorough knowledge of the principles, practices and methods employed to police investigative activities;
Thorough knowledge of the use of weapons and their capabilities;
Thorough knowledge of budgeting process to identify and support personnel and equipment needs for a security facility and road

patrol program;
Thorough knowledge of what constitutes and how to safeguard and process evidence;
Thorough knowledge of legal terminology encountered in law enforcement; Good powers of observation;
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 patrol car, radio and radar equipment;
Skill in the use of firearms;
Physical condition commensurate with demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS: The Broome County Charter and Administrative Code do not specify minimum qualifications. The Position serves at the pleasure of the Sheriff.