



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Deputy Sheriff Lieutenant**
Jurisdictional Class: Competitive
Civil Division: Cayuga County Sheriff's Office
Adoption: CSM 05/07/1997
Revised: CSM 06/19/02; 03/15/06; 01/10/07; 02/14/07; 03/11/09; 08/9/17; 06/21/18

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for all patrol functions on an assigned shift. An incumbent in this class serves as a uniformed supervisor of all Law Enforcement activities. The work is performed under the general supervision of the Sheriff, Under-Sheriff or Corrections Facility Administrator with leeway allowed for the exercising of independent judgment within the limits of the Sheriff's Office policy. This position differs from that of Deputy Sheriff Sergeant by the virtue of increased supervisory responsibility and independent judgment needed to do the work. Supervision is exercised over various subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assigns tasks to subordinate staff and reviews performance;
Investigates complaints, allegations or other breeches of discipline or conduct of staff;
Monitors personnel records of staff for compliance with training standards, schedules training as needed, and may serve as a trainer;
Makes periodic inspections of personnel, equipment, facilities, records, reports, inventories, vehicles, weapons, and directs corrective action as necessary;
Prepares a variety of state, federal, local, and internal reports including evaluations of subordinates;
Ensures that complaints are dealt with promptly and thoroughly within the jurisdiction of the Sheriff's Office;
Directs patrol activities at raids, riots, serious crimes, fires, disasters, or unusual disorders;
Gives information to the public regarding departmental policy and standards;
May represent the department at meetings, hearings, or public gatherings;
Makes arrests, conducts investigations, and testifies in court as required;
Responsible for adopting and refining policy under the direction of Administrative staff;
Responsible for development and maintenance of rules and regulations pursuant to accredited standards as directed;
May occasionally assist the 911 Center as needed or assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of modern law enforcement administration;
Thorough knowledge of the principles and practices of criminal investigations;
Thorough knowledge of techniques of securing and preserving evidence;
Thorough knowledge of laws governing arrests, rules of evidence, and court procedures;
Thorough knowledge of Incident Command System;
Ability to instruct and supervise subordinates in law enforcement;
Ability to establish and maintain cooperative relations with other law enforcement agencies;
Ability to deal courteously and firmly with the public;
Ability to communicate ideas clearly, both orally and in writing;
Ability to follow complex written and oral directions;
Ability to instill and maintain good departmental morale and standards;
Sound judgment;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:**EITHER:**

- A. Two (2) years of permanent competitive class status as a Deputy Sheriff Sergeant in the Cayuga County Sheriff's Office;

OR

- B. Three (3) years of permanent competitive class status as a Deputy Sheriff Corporal in the Cayuga County Sheriff's Office.

SPECIAL REQUIREMENT(S):

- Possession of current valid NYS Driver's License at time of appointment.
- From date of employment, must possess and maintain a valid NYS Driver's License.