



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

JOB SPECIFICATION

Civil Service Title: **Deputy Sheriff Sergeant**
Jurisdictional Class: Competitive
Civil Division: Cayuga County Sheriff's Office
Adoption: CSM 02/13/13
Revised: CSM 09/13/2017, 06/21/2018

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for supervising the activities of the Sheriff's Office Deputy Sheriffs and other designated law enforcement personnel on an assigned shift or unit. An employee in this class assigns, inspects, and instructs the work of Sheriff's Office personnel. The work is performed under the general supervision of a higher-ranking officer. An incumbent supervises and assists deputies in coping with difficult law enforcement situations and organizes and coordinates the department's activities in responding to emergency situations. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises subordinate Deputy Sheriffs and other law enforcement personnel as assigned;
Assigns Deputies to specific areas of patrol or investigations;
Prepares work schedules and shift assignments;
May train subordinates in processes, activities and safe and proper use of equipment;
Receives complaints from public concerning crimes and emergencies;
Oversees and participates in the investigation of crimes, accidents and incidents in order to preserve and gather evidence used in criminal proceedings;
Reviews progress of patrol and investigative activities and reports status to the Lieutenant, Undersheriff or Sheriff as required;
Patrols areas to enforce laws, investigates crimes, and arrests violators;
Investigates illegal or suspicious activities of persons and quells disturbances;
May be assigned to assist in specialized areas of investigation such as Juvenile, Narcotics, Vice, etc.;
May be designated as representative of the department in addressing civic groups or in dealings with other agencies;
Prepares and reviews a variety of records and reports associated with law enforcement work;
Investigates and processes any complaints as related to subordinate personnel;
May be assigned to transport inmates;
May be assigned responsibility for supervision and maintenance of Sheriff's Office equipment;
May occasionally assist the 911 Center or County Jail as needed or assigned;
May testify in court proceedings regarding criminal activities and evidence collected;
Serves civil documents within assigned patrol areas;
May act as Incident Commander on major crimes, rescues, disasters, etc.;
Performs related duties as assigned by the Lieutenant, Undersheriff, or Sheriff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough understanding of the Incident Command System;
Good knowledge of modern principles, practices, and techniques of police work;
Good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, and other applicable laws, regulations, and ordinances;
Good knowledge of local geography;
Good knowledge of the operation of radio equipment;
Skill in the use of firearms;
Skill in the operation of a patrol car;
Skill in the use of special equipment including police radar and breathalyzers;
Ability to learn Sheriff's Office computer systems and skills to become proficient in systems;
Ability to plan and supervise the work of others;
Ability to apply first aid;
Ability to deal firmly yet courteously with the public;
Ability to follow and communicate written and oral directions;
Good powers of observation;
Sound judgment;
Good moral character;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER:

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

OR

B. Two (2) 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.