



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

**JOB SPECIFICATION**

Civil Service Title: **Detective Sergeant**  
Jurisdictional Class: Competitive  
Civil Division: Cayuga County Sheriff's Office  
Adoption: CSM 03/14/2007  
Revised: CSM new classification; old Detective Sergeant re-titled to Detective Lieutenant;  
04/11/07, 05/20/08, 03/11/09, 06/21/18; 02/22/23

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a supervisory-level detective position and may involve responsibility for acting as officer in charge for the coordination and supervision of assigned investigative requests and criminal investigations conducted by the Sheriff's Office CID Division. The incumbent is responsible on a daily basis to the Detective Lieutenant and Under-Sheriff. Supervision is exercised over a professional staff as assigned by or in the absence of the Detective Lieutenant. The incumbent works in accordance with established practices and procedures set forth by the Cayuga County Sheriff's Office, and personally conducts confidential investigations requested by the Detective Lieutenant, Under-Sheriff or Sheriff or other designated supervisor. Does related work as required or directed.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Acts at the request and on the behalf of the Sheriff, Under-Sheriff or Detective Lieutenant when conducting sensitive investigations;  
Acts for and on the behalf of the Detective Lieutenant in his/her absence;  
Directs the activities of investigative personnel under his/her supervision by issuing such oral and written orders as may be necessary to achieve maximum efficiency;  
May supervise specialized units within the CID;  
Investigates information obtained during interviews and/or interrogations;  
Conducts criminal investigations including interviews with witnesses, suspects, and/or defendants;  
Gives testimony in Court as required;  
May serve subpoenas, warrants, and other legal documents;  
May supervise the prompt submission of all required reports in CID; Insures completeness of investigative detail, development of all possible leads, accuracy, clarity and compliance with instructions under the supervision of the Detective LT;  
May review and approve reports submitted by detectives and other officers under his/her command.  
As assigned by the Detective LT, personally reviews, approves, and initials all reports concerning important matters in cases adopted by CID;  
May supervise the securing, marking and submitting of evidence;  
Develops and maintains a good relationship with all segments of the criminal justice system and news organizations within the county.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of investigative and interviewing;  
Thorough knowledge of New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances;  
Thorough knowledge of local geography;  
Ability to prepare effective, accurate and concise oral and written narrative reports;  
Ability to effectively communicate orally;  
Ability to supervise other investigators and coordinate their investigative activities;  
Ability to establish and maintain effective professional relationships;  
Ability to keep relevant material confidential;  
Sound judgment;  
Ability to deal firmly yet courteously with the public;  
Good moral character;  
Physical condition commensurate with the demands of the position.

**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.