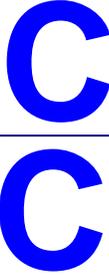




**CAYUGA  
COUNTY**

F:\Civil\JobSpecs\Undersheriff



*An Equal Opportunity - Affirmative Action Employer*

# **CIVIL SERVICE COMMISSION**

<b>TITLE:</b>	<b>UNDERSHERIFF</b>
<b>JURISDICTIONAL CLASS:</b>	<b>EXEMPT</b>
<b>CIVIL DIVISION:</b>	<b>COUNTY – Sheriff's Department</b>
<b>ADOPTION: CSM</b>	<b>3/14/90</b>
<b>REVISED: CSM</b>	

## **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 from the Sheriff 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, corrections, and clerical personnel. Does related work as required.

## **TYPICAL WORK ACTIVITIES: (Illustrative only)**

- Executes department policy, rules, and regulations and assumes responsibilities in the Sheriff's absence;
- Reviews existing programs with the department including personnel, recruiting, staffing, and scheduling;
- Prepares preliminary budget recommendations;
- Oversees and directs criminal investigations, serious incidents, 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;
- Prepares a variety of records and reports related to the work.

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

- Comprehensive knowledge of the rules, regulations, and requirements 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 local laws, ordinances, 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;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS: con't**

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 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 the demands of the position.

**MINIMUM QUALIFICATIONS:**

EITHER:

- (A) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in Police Science, Law Enforcement Administration, or related fields AND 4 years of law enforcement experience, of which 3 years shall have been in a supervisory capacity; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and 6 years of law enforcement experience, of which 3 years shall have been in a supervisory capacity; OR
- (C) An equivalent combination of experience and training as outlined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Possession of a current valid New York State Driver's License at time of appointment.