

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: ASSISTANT RANGE SUPERVISOR (PART-TIME) **GRADE:** 19

TITLE ABBREVIATION: ASST RANGE SUPV **TITLE NO.:** 560490

JURIS.CL: C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: OFFICE OF THE SHERIFF **DIVISION:**

NATURE OF THE WORK: This is a managerial position responsible for assisting in the supervision of the operations of the Sheriff's firearms range. The incumbent is responsible for working with the Range Supervisor to ensure compliance with safety standards and coordination of the use of the range for Federal, State, and Municipal law enforcement partners. The incumbent is also responsible for ensuring compliance with the standards of the various accrediting agencies with which the Sheriff's Office is involved.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a multi-position class allocated to the competitive jurisdictional classification of the classified service. Work is performed with latitude for independent responsibility and involves assisting with the supervising and coordinating of the administrative, fiscal, and operating affairs of the range. Direct supervision is exercised over the work of support personnel assigned to the range.

TYPICAL DUTIES AND TASKS:

Assists in the supervision of the planning, management, and control of operations at the range and in the absence of the Supervisor, may act as liaison with federal, state, and local law enforcement personnel;

Maintains safety regulations related to the handling and care of firearms and equipment at the range;

Instructs others in proper firearm usage;

Maintains safety of the buildings on the range and reports all infractions of rules and regulations to appropriate staff;

Maintains the calendar and booking dates of appointments for the range;

Gathers and analyzes statistics from the range, including revenues produced; prepares certifications, reports, and documents using computer applications and software programs;

Supervises the activities of support personnel assigned to the range;

- Continued -

Assists the Range Supervisor in the development and monitoring of the annual budget for the range.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the care and handling of firearms, sporting and shooting equipment; thorough knowledge of safety procedures used at a range; good knowledge of instructional training curriculum and gun safety; skill in the use of firearms; computer skill for the production of reports, documents, or spreadsheets; ability to teach fundamentals of shooting; ability to conduct firearms qualifications; ability to plan, supervise and direct the work of assigned staff; ability to organize and prepare complex oral and written reports; ability to exercise sound judgment in resolving problems; ability to present ideas clearly and effectively both orally and in writing; ability to establish and maintain effective working relationships; initiative; tact; physical condition appropriate to the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher and possession of United States Concealed Carry Association (USCCA) Certified Instructor or National Rifle Association (NRA) Chief Range Safety Officer certification with NRA Basic Pistol Instructor certification; or
- B) Four (4) years of work experience as a police officer, deputy sheriff, or trooper and possession of New York State DCJS firearms instructor certification; or
- C) Four (4) years of active military experience in the armed forces of the United States with an honorable discharge which shall have included firearms certification.

SPECIAL REQUIREMENTS: Must possess at time of application and maintain during employment a valid pistol permit and driver's license.

SPECIAL NOTE: All applicants are subject to satisfactory completion of an inclusive background investigation. Such investigation requires that all prospective candidates for employment be fingerprinted at own cost. Conviction of a felony will bar an applicant from examination and/or appointment.

RESIDENCY REQUIREMENTS: Appointees must become a resident of Orange County or a resident of a county within the State of New York contiguous to the County of Orange within six (6) months of appointment.

ADOPTED: 09/15/2018 AT