

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: ASSISTANT UNDERSHERIFF **GRADE:** 26

TITLE ABBREVIATION: ASST UNDERSHERIFF **TITLE NO.:** 561130

JURIS.CL: NC **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** EX

DEPARTMENT: OFFICE OF THE SHERIFF

NATURE OF THE WORK: The work involves directing, coordinating, and supervising the civil, administrative operations and acts as accreditation manager in regard to accreditations acquired and maintained by the Orange County Sheriff's Office. Supervision is exercised over the Department's managerial and senior supervisory and clerical personnel.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class allocated to the Non-Competitive jurisdictional classification of the classified service. General direction is exercised over this position by the Sheriff and Undersheriff. The Assistant Undersheriff has wide latitude for use of independent judgment in planning the details of the work and resolving problems in emergency situations. The incumbent has direct involvement in overseeing the various functions of the Office.

TYPICAL DUTIES AND TASKS:

Executes all departmental policy, rules, and regulations as directed by the Sheriff or Undersheriff;

Reviews existing programs within the department to determine the effectiveness and makes recommendations for improvements;

Oversees, consults with, and directs the work of senior staff and other supervisory personnel in the Sheriff's Office's Civil Division;

Directs the administrative operations in the Office including personnel, recruiting and resources utilized;

Directs the background and investigation process for new hires and promotions of employees;

Assigns and ensures proper distribution of special and daily work projects related to the Civil Division and accreditation acquisition and maintenance;

Oversees preparation of portions of the departmental budget and ensures its proper implementation;

Oversees the process of analyzing and estimating expenditures related to the operation of portions of the Office;

Interacts with the County Executive and Executive's senior staff;

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Reviews and authorizes the payroll in the absence of the Undersheriff, including the review of overtime reported and the ratio of necessary overtime coverage against leave usage;

Responds to complaints from attorneys, defendants, plaintiffs and the public;

Provides liaison and coordination with other local law enforcement agencies; reviews and approves mutual operations conducted between the Sheriff's Office and local police agencies including assignments of personnel to multi-agency task forces and acts as a liaison to supervisors of such forces;

Oversees and directs compliance with Federal and State regulations regarding Correctional and Law Enforcement Operations; keeps abreast of changes in mandates and ensures orderly transition in such changes;

Conducts hearings and ensures proper departmental response and procedures are followed for all employee disciplines;

Ensures and helps direct Department's response to any emergency situations throughout the County;

Interacts and maintains an informative relationship with the media assigned to report on events involving the members or activities of the Office;

Meets with County Legislators and other State and public officials; oversees the creation and dissemination of various reports for the Legislature in order to properly report to several oversight committees;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of functions and legal responsibilities of a County Sheriff's Office; thorough knowledge of applicable laws, rules, and regulations and court decisions affecting the operation of a police agency; thorough knowledge of professional law enforcement practices and procedures; good knowledge of mandated reports and records necessary for the operation of a policy agency, good knowledge of procedures and requirements to execute criminal warrants; good knowledge of County personnel policies and procedures; ability to respond using good judgment in emergency situations; ability to present ideas clearly and communicate effectively both orally and in writing; ability to plan and supervise the work of others engaged in corrections and police work; resourcefulness; tact; initiative; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Associate's Degree or higher and ten (10) years of law enforcement experience, five (5) of which shall have been in a supervisory capacity.

Special Requirements: Must possess and maintain a valid New York State certification as a police officer or trooper and a valid driver's license without restrictions.

REVISED: 6/15/2018 at