

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** DEPUTY SHERIFF AND CAPTAIN

**TITLE ABBREVIATION:** DS/CAPTAIN **TITLE NO.:** 6299

**JURIS.CL:** C **SALARY CODE:** 02 **UNIT:**      **EEO CODE:** PS **FLSACODE:** AD

**DEPARTMENT:** SHERIFF **DIVISION:** CIVIL

**SUPERVISOR'S TITLE:** DEPUTY SHERIFF AND CHIEF

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the coordination and supervision of the efficient operation of the Orange County Sheriff's Office Civil Division, including coordination of departmental response to local emergencies, coordination of deputy sheriff law enforcement support for local police agencies, supervision of the issuance of Juvenile Delinquent warrants, and coordination of the investigation of incidents violating environmental laws. The work is carried out in accordance with established policies and procedures and involves ensuring that laws governing the protection and security of County property are at all times maintained. This class differs from that of Deputy Sheriff/Lieutenant by virtue of the more complex work assignment performed and the increased level of supervisory responsibility. Work is performed under the general supervision of the Deputy Sheriff/Chief with leeway allowed for exercise of independent judgment. General supervision is exercised over a number of subordinate Deputy Sheriff/Lieutenants and/or Deputy Sheriff/Sergeants. The Deputy Sheriff/Captain must be available for special assignments and may act for the Deputy Sheriff/Chief in his absence. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Oversees Deputy Sheriff/Lieutenants in direction of all divisions and enforcement of all laws, including Penal, Vehicle and Traffic, Environmental and Civil Laws;
2. Authorizes the transport of youthful offenders to and from the State Division for Youth;
3. Coordinates Traffic Safety Law Enforcement Disposition System (T.S.L.E.D.S.);
4. Coordinates and supervises departmental responses to local emergencies and/or assigned special details;
5. Coordinates and authorizes deputy sheriff law enforcement support for local police agencies;
6. Acts as Department's liaison with the New York State Department of Environmental Conservation relative to special investigations;

7. Oversees the coordination of adequate manpower coverage to all work assignments;
8. Oversees the coordination and supervision of prisoner transport to and from County courts, hospitals, State correctional facilities, etc.;
9. Oversees the coordination of, and participates in, departmental training;
10. Keeps records and prepares and submits reports as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of legal regulations, requirements and procedures related to the execution, processing and serving of civil documents; thorough knowledge of the operating policies, rules and regulations of the Sheriff's Office; thorough knowledge of civil, penal, environmental, and other New York State laws commonly enforced by the Sheriff's Department; thorough knowledge of New York State laws which govern the operation of the Sheriff's Office; working knowledge of the principles and techniques of modern electronic communications; ability to deal tactfully and effectively with the public; ability to maintain accurate and clear records, ability to give clear oral and written instructions; integrity; initiative; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: Either:**

- A) Completion of sixty (60) credits at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a major in Criminal Justice, Police Science, or other related field and six (6) years of experience as a Deputy Sheriff two (2) years of which were in a supervisory or administrative capacity; OR
- B) Completion of thirty (30) credits at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a major in Criminal Justice, Police Science, or other related field and seven (7) years of experience as a Deputy Sheriff, two (2) years of which were in a supervisory or administrative capacity.

**SPECIAL REQUIREMENTS:** Must possess and maintain the appropriate New York State drivers license.

U.S. Citizenship is a requirement to participate in the examination. Appointees must be a resident of Orange County or a resident of a county within the State of New York contiguous to the County of Orange.