

ORANGE COUNTY CLASS SPECIFICATION

TITLE: DEPUTY SHERIFF AND CHIEF

TITLE ABBREVIATION: DS/CHIEF **TITLE NO.:** 6287

JURIS.CL: C **SALARY CODE:** 39 **UNIT:** **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: SHERIFF **DIVISION:** CIVIL

SUPERVISOR'S TITLE: UNDERSHERIFF

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Undersheriff, is responsible for administering, supervising and coordinating all of the various Divisions, except Collections, of the Orange County Sheriff's Office. Considerable leeway is allowed to exercise independent judgment in carrying out the details of the work. An incumbent of this title is required to act for the Undersheriff and/or Sheriff during his/her absence. The Deputy Sheriff and Chief is required to be on emergency call at all times. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Prepares reports for the Under Sheriff and for Sheriff on divisional activities and other topics.
2. Instructs all personnel in the proper execution of civil matters.
3. Monitors changes in the civil practice law and rules, real property act, penal law, Criminal Procedure Law, and other laws that apply to the Department's operation.
4. Reviews all procedures involving a Sheriff's sale including the preparation of Sheriff's deed and a Sheriff's bill of sale.
5. Coordinates departmental personnel administration with the county Personnel department in matters such as appointments, vacancies, position classification, examinations and labor relations issues.
6. Acts as liaison officer between the Sheriff's Office and the County Department of Law.
7. Compiles statistics and reports for the Sheriff's Budget.
8. Represents the Sheriff, when directed, at disciplinary hearings.
9. Serves as public information officer as directed by the Sheriff for the Department.

10. Assumes direct supervision as directed by the Sheriff of all strikes, civil strife, or public disaster.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the functions and legal responsibilities of a County Sheriff's Office; good knowledge of professional law enforcement practices and procedures, good knowledge of procedures and requirements to serve civil process; good knowledge of procedures and requirements to execute criminal warrants; ability to deal tactfully and effectively with the public; ability to plan, supervise, and direct a large staff of law enforcement personnel; ability to handle administrative details; integrity; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and six (6) years of experience as a deputy sheriff, three (3) years of which were in an administrative or supervisory capacity; OR
2. 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 Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as a deputy sheriff, three (3) years of which were in an administrative or supervisory capacity.

SPECIAL REQUIREMENTS:

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.

Must possess and maintain the appropriate New York State driver's license.

REVISED: 12/23/2021 AT