

ORANGE COUNTY CLASS SPECIFICATION

TITLE: DEPUTY SHERIFF AND LIEUTENANT

TITLE ABBREVIATION: DS/LIEUTENANT **TITLE NO.:** 6288

JURIS.CL: C **SALARY CODE:** 02 **EEO CODE:** PS **FLSA CODE:** NE

DEPARTMENT: SHERIFF **DIVISION:** CIVIL

SUPERVISOR'S TITLE: DEPUTY SHERIFF/CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing, and supervising the Road/ Transportation, Communications, Court(s), Technical/Training and/or other functioning units within the Orange County Sheriff's Office-Civil Division. The work is carried out in accordance with established policies and procedures and involves scheduling manpower to ensure the efficient and secure operation of these various work units. This class differs from that of Deputy Sheriff/Sergeant by virtue of the more complex work assignments performed and the increased level of supervisory responsibility. Work is performed under the general supervision of the Deputy Sheriff/Captain with some leeway allowed for exercise of independent judgment. General and/or direct supervision is exercised over a number of subordinate Deputy Sheriff/Sergeants and Deputy Sheriffs. Deputy Sheriff/Lieutenants must be available for special assignments and may act for the Deputy Sheriff/Captain and Deputy Sheriff/Sergeant in their absence. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises the function of and Deputy Sheriff/Sergeants assigned to Security and Technical/Training Units;
2. Directs County-wide road/transportation unit and oversees enforcement of laws including Penal and Vehicle and Traffic Laws;
3. Directs the serving of civil processes and proceedings through the Deputy Sheriff/Sergeants; conducts civil process sales and seizures;
4. Maintains staffing schedules to ensure adequate coverage at County Courts and other working units;
5. Assembles and prepares all persons within the Division and/or Unit for roll call and inspection;
6. Reviews all daily activity sheets from personnel within the Division;

7. Coordinates, supervises, and participates in training of Deputy Sheriffs, and/or other trainees, in relevant subjects;
8. Completes timely reports and special projects for the Deputy Sheriff/Captain's review;
9. Reviews, evaluates, and corrects employees' work performances on and off the work site(s) reporting any encountered problem(s) to superiors.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the operating policies, rules and regulations of the Sheriff's Office; good knowledge of the principles and techniques of modern electronic communications; good knowledge of Civil Law, Penal Law, and other related New York State laws governing the operations of the Sheriff's Office Civil Division; 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 and five (5) years experience as a Deputy Sheriff in the competitive class, two (2) years of which shall have included supervision; OR

(B) Six (6) years experience as described in (A) above, two (2) years of which shall have included supervision.

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.