

ORANGE COUNTY CLASS SPECIFICATION

TITLE: DEPUTY SHERIFF AND SERGEANT

TITLE ABBREVIATION: DS/SERGEANT **TITLE NO.:** 6298

JURIS.CL: C **SALARY CODE:** 35 **EEO CODE:** PS **FLSA CODE:** NE

DEPARTMENT: SHERIFF **DIVISION:** CIVIL

SUPERVISOR'S TITLE: DEPUTY SHERIFF AND LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directly supervising employees and/or the functional operations of one or more work units within the Orange County Sheriff's Office. Such units include: Family Courts, County Courts, Road/Transportation, Investigations, Training/Technical, etc. Work is performed in accordance with established policies and procedures under the general supervision of the Deputy Sheriff/Lieutenant or other higher ranking Deputy Sheriff. Direct supervision is exercised over the work of a number of lower ranking Deputy Sheriffs. Deputy Sheriff/Sergeants supervise other assigned functions and may act for the Deputy Sheriff/Lieutenant in his/her absence. An incumbent of this title must be available for shift work and on emergency call at all times. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assembles and prepares all persons within the Division(s) for roll call and inspection;
2. Reviews all daily activity sheets and other reports from personnel within the assigned Division(s);
3. Attends meetings with and prepares assigned reports for the Deputy Sheriff/Lieutenant, or other higher ranking officer;
4. Prepares employees' work schedules and assignments;
5. Makes regular periodic checks of employees at their work stations correcting and/or reporting any encountered problem(s).

When assigned to Investigations Division:

1. Supervises the docketing and execution of criminal and civil warrants;
2. Supervises assigned Office investigations;
3. Acts as liaison between the County's Departments of Social Services (Support Collection Unit), Sheriff's Office and District Attorney's Office.

When assigned to Training/Technical Division:

1. Formulates and instructs, in conjunction with the Deputy Sheriff/Chief, all courses (e.g. firearms safety, use of physical and deadly physical force) for Department personnel;
2. Documents and distributes all ammunition for the Department and maintains records of all Department owned weapons;
3. Reviews the process on which a levy and seizure of personal or real property are to be made.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operating policies, rules and regulations of the Sheriff's Office; good knowledge of legal regulations, requirements and procedures related and specific to the assigned Division's operations; working knowledge of Civil Law, Penal Law, and other related New York State laws; 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 forty five (45) credits at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and three (3) years experience as a Deputy Sheriff in the competitive class; OR

(B) Four (4) years experience as described in (A) above.

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

NOTE: To successfully complete probationary period, the incumbent of this position must successfully complete First Line Supervisory Training through the New York State Municipal Police Training Council.

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.

REVISED: 9/9/2020 AT