

Undersheriff Tompkins County

Department: Sheriff's Office

Classification: Exempt per NYS CSC 10/22/1996

Labor Grade: 90

Approved: Was created Flaherty as per the County's original classification study 02/07/1961. Created per Board action.

Revised: 11/90; 1/91; 10/96; 7/98; 10/03; 12/14; 4/15; 10/16; 8/21

By: RP, Commissioner of Human Resources

SUGGESTED OR PREFERRED QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Criminal Justice or related field; **AND** ten (10) years of full-time paid experience as a sworn police officer, which must have included four (4) years of supervisory experience including instructing subordinates in all pertinent phases of law enforcement procedures, responsibility for discipline of employees, responsibility for developing a capital and operating budget and personal management experience; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Criminal Justice or related field; **AND** twelve (12) years of full-time paid experience as a sworn police officer, which must have included five (5) years of supervisory experience including instructing subordinates in all pertinent phases of law enforcement procedures, responsibility for discipline of employees, responsibility for developing a capital and operating budget and personal management experience; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Criminal Justice or related field; **AND** fourteen (14) years of full-time paid experience as a sworn police officer, which must have included six (6) years of supervisory experience including instructing subordinates in all pertinent phases of law enforcement procedures, responsibility for discipline or employees, responsibility for developing a capital and operating budget and personnel management experience; **OR**
- D. Any combination of training and experience to equal that of A, B, or C above.

SPECIAL REQUIREMENTS:

Possession of a valid New York State Class *D* Operator's license at time of appointment and maintain such license for the duration of employment.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for directing, coordinating and supervising the civil, criminal, correction and administrative operations of the Sheriff's Office .which includes a staff of between 85 to 96 employees. This position involves all the duties and responsibilities of a Lieutenant, Captain and Sheriff in their absence. Regular conferences with the Sheriff are required to keep abreast of developments and confidential matters otherwise known only to the Sheriff. The work is performed under the general supervision of the Sheriff and involves direct supervision of the Jail Captain, Road Patrol Lieutenant, Civil Lieutenant, Criminal Investigations Lieutenant and support Staff. The Undersheriff is expected to exercise an extreme level of autonomy and work only under the most general direction of the Sheriff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Meets daily with the Sheriff to review ongoing operational procedures/issues;
- Is available to the Sheriff 24 hours per day, as well as to their direct subordinates;
- Makes any urgent decisions requiring immediate action in the Sheriff's absence;
- Assists in the drafting and execution of all office policy, rules and regulations;
- Assists the Sheriff in the hiring process for all new employees;
- Assists the Sheriff in the promotional process for all employees;
- Sits on legislative committees as required;

- Speaks to various community groups about the work of the office, and in other ways, disseminates information to the public;
- Oversees the Accreditation process for all divisions within the office;
- Reviews existing programs with the office to determine their effectiveness and currency and makes recommendations for improvements;
- Directs the administrative operations in the office including personnel, recruiting, staffing and scheduling;
- Prepares preliminary budget recommendations;
- Oversees and directs criminal investigations, serious incidents and internal investigations;
- Reviews all documented use of force and vehicle pursuit incidents;
- Responds to scenes, as necessary, of serious incidents;
- Coordinates activities with other local, state and federal police agencies to ensure efficient operations of the Sheriff's office;
- Keeps a variety of records and prepares reports as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of personnel management procedures;
- Ability to reason quickly and logically in stressful situations;
- Ability to analyze and organize effectively;
- Ability to establish and maintain good interpersonal working relations;
- Ability to maintain high levels of confidentiality;
- Ability to communicate effectively both orally and in writing;
- Willingness to be available on a 24-hour basis to the Sheriff and direct subordinates;
- Integrity, excellent judgement;
- Emotional maturity;
- Thorough knowledge of current trends and developments in the fields of policing and corrections;
- Thorough knowledge of the NYS DCJS and NYS Sheriff's Association Accreditation process;
- Knowledge of New York State Civil Service Law, Local Rules, and local government operation;
- Comprehensive knowledge of the rules, regulations and requirements of the Correction Law governing the treatment of inmates, safety and security of the facility and department employees;
- Comprehensive knowledge of modern principles and practices of police and criminal investigative techniques;
- Thorough knowledge of the New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and to local laws, ordinance and regulations pertaining to police activities;
- Thorough knowledge of the problems of correction facility inmate supervision;
- Thorough knowledge of the principles, practices and methods utilized in police investigative activities;
- Thorough knowledge of the use of weapons and their capabilities;
- Thorough knowledge of the budget process as it relates to support personnel and equipment needs for a security facility and road patrol program;
- Thorough knowledge of what constitutes evidence and how to safeguard and process it;
- Thorough knowledge of legal terminology encountered in police work;
- Good powers of observation;
- Ability to plan and supervise the work of others engaged in corrections and police work;
- Ability to read, understand and interpret written material;
- Ability to deal courteously yet firmly with the public;
- Ability to operate a police patrol car, radio and radar equipment;
- Skill in the use of firearms;
- Physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

Originally created 02/07/1961 in the Flaherty class.

Converted to Exempt class 10/22/1996.