

YATES COUNTY SHERIFF'S OFFICE



Ron Spike, Sheriff

Public Safety Building - 227 Main Street

Penn Yan, New York 14527-1720

Telephone: 315-536-4438 – Administration: 315-536-5172

PLEASE POST

March 3, 2017

Notice of Vacancy

Yates County Sheriff's Office
227 Main Street
Public Safety Building
Penn Yan, NY 14527

TITLE: Undersheriff

Salary: \$72,733

Type of Appointment: Nonunion Exempt/Management Confidential

Residency Requirement: Candidates must be a legal resident of the County of Yates on the date of appointment.

Nature of Activities: Position required by NYS County Law Article 17 Section 652 (1) as appointed by the elected Sheriff serving with Police Officer powers by law while the individual will manage a variety of public safety administrative functions for the Office of Sheriff and in the absence of the Sheriff shall assume full responsibility for the operations of the Sheriff's Office with its various bureaus (Law Enforcement, Corrections, and Administrative), and its divisions including Police services, CID, County Jail, 911 Communications, Civil Process, Records and Budget, Court Security and other duties as determined by laws and the County Legislature. This is an executive position requiring high confidentiality with policy development and influence functions and related work as required by law and the Sheriff.

Essential Job Functions:

50% Manage and oversee the day-to day operations of Sheriff's Office all bureaus, especially serving as the agency personnel officer, records access officer, safety officer, policy development, disciplinary and performance appraisal coordinator, enforcing a variety of policies and procedures, resolving problems, making decisions, and reviewing regular reports and producing a variety of mandated reports.

25% Manage the five accreditation programs, especially coordinate the NYS Law Enforcement Accreditation Program with DCJS working with consultants and crime analyst and agency supervisors writing policies to meet standards and Sheriff's approval. Disseminate, enforce, and update policies.

20% Coordinate and assist in conducting interviews, polygraphs, psychological exams, criminal history, character references, and background investigations for all applicants to the Sheriff's Office. Assists directly in promotion recommendations and final decisions on employee terminations.

5% Respond to major crime scenes, county jail incidents, accidents, fires and other public safety emergencies. When required act in the absence of the Sheriff.

Supervisory Responsibilities:

The Undersheriff supervises all staff, however directly those Chiefs (Chief Deputy, Chief Dispatcher, or Jail Administrator, Lieutenants or other senior administrative staff noting that some subordinates work outside the immediate work place.

Reasoning Ability:

High – Ability to solve practical problems and deal with a variety of concrete variable's in situation where only limited standardization exists. Ability to interpret a variety of instructions furnished in writing, oral, diagram, or in schedule format.

Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial and budget reports, and legal documents. Ability to respond to common inquiries or complaints, regulatory agencies, or member of the general public. Ability to write speeches and articles for publications that conform to prescribed style and format. Ability to effectively present information to top management, county department heads, county legislators, or government representatives.

Minimum Job Qualifications:

- A. Graduate from a regionally accredited NYS registered college or university with a Masters or Bachelor's degree in criminal justice, police science, or a related public safety field and three years of supervisory and administrative experience in a public safety related field capacity or in a correctional facility; or
- B. Graduate from a regionally accredited NYS registered college or university with an Associate degree in criminal justice, police science, or a related public safety related field, or graduate of the FBI National Academy, and five years of supervisory and administrative experience in a public safety capacity or in a correctional facility; or
- C. Graduation from high school or possession of a high school equivalency diploma and seven years of supervisory and administrative experience in a public safety related field capacity or in a correctional facility;
- D. An equivalent combination of training and experience as defined by the limits of A, B, C, above.

Special Requirements:

Possession of and the ability to maintain a valid NYS driver's license; Ability to operate telecommunication devices including "smart" phones, etc. where-in may be subject to "call-in" or being called 24X7 for notifications, decisions, or responding to emergencies.