

JEFFERSON COUNTY SHERIFF'S OFFICE

NOTICE OF VACANCY

Agency: Jefferson County Sheriff's Office

Location: 753 Waterman Drive, Watertown, NY 13601

Title: Undersheriff

Salary: \$74,057

Type of Appointment: Exempt

Nature of Activities: The work involves responsibility for directing, coordinating and supervising the civil, criminal, correctional and administrative operations of the Sheriff's Office. The Undersheriff has direct involvement in overseeing the various functions of the agency and providing professional law enforcement decisions to situations as they arise. Work is performed under general supervision with considerable leeway allowed for the use of independent judgment in planning the details of the work and resolving problems in emergency situations. Supervision is exercised over subordinate sworn and civilian personnel. Does related work as required.

Typical Work Activities:

- Executes all departmental policy, rules and regulations and assumes responsibilities in the Sheriff's absence;
- Reviews existing programs within agency to determine their effectiveness and accuracy and makes recommendations for improvements;
- Directs the administrative operations in the agency including personnel, staffing and scheduling;
- Prepares preliminary budget recommendations;
- Oversees and directs criminal investigations, serious incidents and internal investigations;
- Coordinates activities with other local, state and federal police agencies to ensure efficient operations of the Sheriff's office;
- Provides specialized training for agency employees;
- Keeps a variety of records and prepares reports as required.

Knowledge, Skills, Abilities and Personal Characteristics: Thorough knowledge of the NYS Penal Law; thorough knowledge of the principles, practices and techniques of law enforcement; thorough knowledge of budget and personnel administration; comprehensive knowledge of the Criminal Procedure Law, Vehicle and Traffic Law and Correction Law of the State of New York, local laws, ordinances and regulations; ability to maintain harmonious relationships with all

levels of law enforcement agencies; ability to speak and write effectively; ability to instruct and train officers in the professional aspects of law enforcement; ability to coordinate activities and functions; integrity; sound judgment; neat appearance; tact; thorough knowledge of case law, i.e., Supreme Court, Court of Appeals.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma. A minimum of ten years of fulltime law enforcement experience with at least five years supervisory experience holding the permanent rank of Sergeant or above. Supervisory experience must include managing the daily activities of an officer workforce of not less than twenty. Candidates must have experience creating and actuating work schedules, investigating complaints against personnel, evaluating performance, and counseling and discipline of staff under their charge. Must have a background which includes experience and supervision in the area of communications, criminal investigations, public information officer training and instructor certification. Candidates must have experience supervising the daily activities and requirements of a county correctional facility.

Deadline for submission: TBA

Please address resumes with a cover letter to:

Sheriff Peter R. Barnett
Jefferson County Sheriff's Office
753 Waterman Drive
Watertown, NY 13601
pbarnett@co.jefferson.ny.us