

*PURSUANT TO SECTION 211 of the New York State Retirement and Social Security Law, the Montgomery County Sheriff's Office is conducting a recruitment effort for the position of Undersheriff. We are canvassing to see if there are any interested non-retirees who would meet the minimum qualifications as outlined in the job description.*

**Agency:** Montgomery County Sheriff's Office  
**Location:** 200 Clark Drive,  
Fultonville, NY 12072  
**Title:** Undersheriff  
**Salary:** \$70,499.00  
**Type of Appointment:** Nonunion Exempt/Management Confidential

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

**Job Description:** 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 of the Office of the Sheriff with all its various divisions including directing, coordinating and supervising the civil, criminal, communications, correctional, investigative and administrative operations of the Sheriff's Office which consists of more than 120 employees and a budget of approximately \$7 million. The Undersheriff will have direct supervision in the various functions of the agency and is expected make sound, professional decisions to any situations that may arise. Supervision is exercised over all subordinate personnel, sworn and civilian. Work would be performed under the general supervision of the Sheriff with considerable discretion allowed for the use of independent judgment. The Undersheriff acts for the Sheriff in his absence. The position is appointed and the appointee serves at the pleasure of the Sheriff.

**Essential Job Functions:**

**70%** 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.

**10%** Develop, disseminate, enforce, and update policies in an accreditation program, with the NYS Law Enforcement Accreditation Program at DCJS.

**10%** Coordinate and assist in conducting interviews, psychological exams, criminal history, character references, and background investigations for all applicants to the Sheriff's Office. **10%** Respond to major crime scenes, county jail incidents, accidents, fires and other public safety emergencies. When required act in the absence of the Sheriff.

**Knowledge, Skills, Abilities and Personal Characteristics:** Comprehensive knowledge of the duties and authority of the sheriff, considerable supervisory skills; considerable oral and written communication skills; working skill in utilizing a personal computer and peripherals. Experience in appearing before, and interacting with, legislative committees. Experience working and interacting with fire and EMS personnel is preferred.

**Minimum Qualifications:**

1. Graduation from High School or possession of a high school equivalency diploma.
2. New York State certified police or corrections officer, with at least 10 years' experience in New York State as a full time police or corrections officer, two years of which must have been in an administrative capacity, or a Bachelor's degree in law enforcement or criminal justice and five years of full time supervisory experience in law enforcement or corrections.
3. Currently possess a valid NYS driver's license with no restrictions.
4. Have prior experience developing, analyzing and operating within a budget of not less than \$ 200,000.
5. Successfully qualify with department issued weapons (currently Glock models 22 and 27, .40 cal.)
6. Successfully pass a police background investigation that includes drug screening.

**Deadline for Submission: July 7<sup>th</sup>, 2017**

**Address Letters of Interest and Resumes to: Michael J. Amato  
Montgomery County Sheriff  
200 Clark Drive,  
Fultonville, NY 12072**

**MONTGOMERY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**