

PURSUANT TO SECTION 211 of the New York State Retirement and Social Security Law, The Otsego 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.

UNDERSHERIFF
Otsego County, New York

NATURE OF THE WORK: The work involves responsibility for directing, coordinating and supervising the civil, criminal, correction and administrative operations of the Sheriff's Office. The Undersheriff has direct involvement in overseeing the various functions of the office 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 law enforcement, corrections, and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Executes all office policy, rules and regulations and assumes responsibilities in the Sheriff's absence;
- Reviews exiting programs with the office to determine their effectiveness and accuracy and makes recommendations for improvements;
- Directs the administrative operations in the office 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 office employees;
- Keeps a variety of records and prepares reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: 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; through 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 condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and ten (10) years law enforcement experience, of which five years shall have been in a supervisory capacity.

Additional Special Requirements:

1. Must be able to express ideas, policies, procedures, and directives effectively, both orally and in writing.

2. Must have excellent computer, e-mail and Internet skills.
3. Must pass a police background investigation, including a drug screen.
4. Must be certified by the New York State Division of Criminal Justice Services (DCJS) as a police officer and must qualify with a department issued weapon.
5. Currently possess a valid New York State Driver's license with no restrictions.

CLASSIFICATION – **Exempt** Note: A competitive civil service examination is not required for this position. The position serves at the pleasure of the Sheriff of Otsego County, and the appointment may be rescinded, at will, by the Sheriff.

Last Date For Filing: November 6, 2017

SEND APPLICATIONS TO:
Otsego County Sheriff's Office
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