

**PLEASE POST**

**RENSSELAER COUNTY SHERIFF'S OFFICE**

**NOTICE OF VACANCY**

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**Agency:** Rensselaer County Sheriff's Office

**Location:** 4000 Main Street, Troy, New York 12180

**Title:** Undersheriff

**Salary:** \$91,600.00

**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

