

**PLEASE POST**

**STEBEN COUNTY SHERIFF'S OFFICE**

**NOTICE OF VACANCY**

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**Agency:** Steuben County Sheriff's Office  
**Location:** 7007 Rumsey Street Ext., Bath, NY 14810  
**Title:** Jail Superintendent  
**Salary:** \$53,732 - \$68,509  
**Type of Appointment:** Exempt/Management Confidential

**Residency Requirement:** Candidates must be legal residents of Steuben County or one of the counties contiguous to Steuben in New York State (**Allegany, Chemung, Livingston, Ontario, Schuyler and Yates**) on the date of appointment.

**Nature of Activities:** The Jail Administrator is third in command, reporting solely and directly to the Sheriff and Undersheriff. The work involves responsibility for directing, coordinating and supervising the correctional operations of the Sheriff's Office. This is an executive-level, highly confidential position with policy influencing functions. Does related work as required.

**Typical Work Activities:** Provides oversight of all facets of correctional facility including but not limited to:

- Supervises assignment, deployment and scheduling of Correctional Officers, supervisors, command level officers and all other staff assigned to correctional facility;
- Provides oversight of medical operations within facility;
- PREA Coordinator;
- Makes periodic inspections of the jail for cleanliness, security and general conditions;
- Assists Sheriff and Undersheriff in planning objectives, goals and mission of agency;
- Prepares all discipline of correctional officers and correctional staff;
- Ensures corrective actions when necessary and insures fairness of process;
- Assesses and addresses security and maintenance issues;
- Assumes administrative duties in absence of Undersheriff;
- Performs duties as directed by the Sheriff.

**Knowledge, Skills, Abilities and Personal Characteristics:** Thorough knowledge of New York State Correction Laws, Rules, Regulations and Minimum Standards governing local correctional facilities and jails; thorough knowledge of custody, security and building maintenance procedures in correctional facilities; ability to speak and write effectively; ability to coordinate activities and functions; integrity; sound judgment; neat appearance; tact; good knowledge of Labor Law.

**Official Civil Service Qualifications:**

- Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Police Science, Criminal Justice, Business Administration, or closely related field and two years of experience in a command position in a New York State or county correctional facility; or
- Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Police Science, Criminal Justice, Business Administration, or closely related field and three years of experience as a Correction Officer in a New York State or county correctional facility, two years of which must have been in a command position; or
- Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Police Science, Criminal Justice, Business Administration or closely related field and five years of experience as a Correction Officer in a New York State or county correctional facility, three years of which must have been in a command position; or
- Seven years of experience as a Correction Officer in a New York State or county correctional facility, three years of which must have been in a command position; or
- An equivalent combination of training and experience as defined by the limits above.

**Preferred Qualifications:** N/A

**Next Scheduled Examination (competitive):** N/A

**Deadline for submission:** September 4th, 2017

Please address resumes to:

Sheriff James L. Allard  
Steuben County Sheriff's Office  
7007 Rumsey Street Ext.  
Bath, New York 14810