

UNDERSHERIFF

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Sheriff in directing, supervising, planning and coordinating the corrections, patrol, civil office and investigation activities of the Sheriff's Department. The employee functions under general supervision of the Sheriff. Wide leeway is allowed for independent judgment. Supervision is exercised over all department personnel. In the absence of the Sheriff, the Undersheriff assumes his/her duties and responsibilities. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists the Sheriff in directing, supervising, planning and coordinating the jail operations, patrol activities, felony investigations and civil office operations in the Sheriff's Department;

Assists the Sheriff in preparing, administering and controlling the agency budget;

Interviews and makes recommendations regarding selection of personnel;

Ensures that department standards, rules and regulations are adhered to;

Acts as liaison with Federal, State and local agencies in relation to Sheriff Department activities;

Prepares a variety of narrative, statistical and financial reports;

Represents the department at meetings and hearings;

Acts as hearing officer in disciplinary matters and other administrative proceedings;

Issues statements to the press;

Assumes duties and responsibilities of the Sheriff in his/ her absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the New York State Penal Law, Code of Criminal Procedure, Motor Vehicle and Traffic Law, Corrections Law, Minimum Standards and Regulations for Management of County Jails and other laws, rules, regulations and ordinances pertaining to the operations of the Sheriff's Department; thorough knowledge of budget preparation and administration; ability to plan and supervise the work of others; ability to get along well with others; ability to establish and maintain cooperative relationships with other agencies; ability to communicate effectively orally and in writing; ability to read and understand laws, rules and regulations; ability to understand and follow oral and written directions; ability to prepare narrative, statistical and financial reports; thoroughness;

dependability; tact; good judgment; leadership ability; physical condition commensurate with the demands of the position.

RECOMMENDED MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree and two (2) years of law enforcement management or administrative experience, which included the areas of Civil Division, Criminal Investigations and Internal Affairs Investigations; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Police Science, Criminology, Criminal Justice, Institutional Management, Business Administration or closely related field and three (3) years of law enforcement management or administrative experience, which included the areas of Civil Division, Criminal Investigations and Internal Affairs Investigations; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Police Science, Criminology, Criminal Justice, Institutional Management, Business Administration or closely related field and five (5) years of law enforcement management or administrative experience, which included the areas of Civil Division, Criminal Investigations and Internal Affairs Investigations
- D. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as described in A, B and C above.

Note: One year of appropriate college level study equals one half year of appropriate experience.

ULSTER COUNTY
7470 UNDERSHERI
Classification: Exempt
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Adopted: June 28, 1994
Revised: March 5, 2019