

DEPUTY SHERIFF - FIRST SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of assisting the Sheriff and other higher-ranked personnel in the supervision and coordination of patrol personnel. The work includes monitoring assignments of Sergeants and Deputies, monitoring the patrol communications room, reviewing and maintaining criminal records and supervising the maintenance of equipment and vehicles. The work is performed under the general supervision of the Sheriff or other higher-ranked personnel allowing for some discretion in performing duties according to prescribed practices and procedures. Supervision is performed over Sergeants and Patrol Deputies. 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 titles, 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 and other higher-ranked personnel in the performance of prescribed duties;

Supervises patrol personnel and monitors assignments of Sergeants and Deputies;

Acts as a liaison between higher-ranking personnel and uniform personnel;

Supervises and monitors the patrol communications room including all communications received and transmitted at the Sheriff's Department;

Supervises Criminal Division records such as fingerprints, arrest and accident reports, sealed and expunged records and certifications;

Reviews case reports, records and certifications to ensure proper use and compliance;

Maintains records for retention and/or criminal matters;

Conducts inspections of the various workstations, substations and security;

Supervises the maintenance of equipment including radar and breathalyzer equipment to ensure compliance;

Supervises the repair and replacement of vehicles assigned to the Sheriff's Department;

Responds to crime scenes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principals and techniques of law enforcement; thorough knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; good knowledge of local geography; good knowledge of the operation of two-way communications equipment; good knowledge of first aide techniques and applications; good knowledge of the principles and modern practices of office management; skill in the use of firearms; skill in the operation of a motor vehicle; skill in the use of special equipment; ability to understand and

carry our complex oral and written directions; ability to communicate well both orally and in writing; ability to supervise and plan the work of others; ability to keep records; good powers of observation; good judgment; good memory; honesty, tact; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: One (1) year of experience as a Deputy Sheriff Sergeant.

Special Requirement: At time of appointment, a candidate for this position must possess a valid New York State Driver License appropriate to the vehicle(s) to be operated. At time of appointment, a candidate for this position must meet the requirements for appointment as provided by applicable law, rule and regulation.

ULSTER COUNTY
2432 DS FST SGT
Classification: Competitive
Union: PBA

Adopted: July 26, 2002