

CHIEF DEPUTY SHERIFF

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Sheriff**REPORTS TO:** Sheriff**CLASS SUMMARY**

Manages the operations of various divisions and serves as second in command of the Sheriff's Department.

DISTINGUISHING CHARACTERISTICS

The Chief Deputy Sheriff is the seventh level in a seven level sheriff series. The Chief Deputy Sheriff is distinguished from the Major Deputy Sheriff by its management of operations and supervision of the majors and overall department

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination, and disciplinary recommendations.
- Plans, organizes and directs operational functions of various divisions through subordinate supervisors.
- Advises, directs and consults with subordinate officers on matters related to training, work assignments, scheduling and discipline.
- Assists Sheriff in planning organizational events and directing department activities and functions.
- Coordinates the recruitment, selection, promotion and training of personnel.
- Develops/recommends to the Sheriff major changes in organizational structure, methods, procedures and allocation of resources to maintain ongoing work while adapting to changing goals and missions.
- Establishes long range goals and programs; determines needs and plans for use of personnel, space, equipment and other resources; evaluates activities and takes necessary action to improve department effectiveness.
- Prepares and justifies the departmental budget; monitors expenditures.
- Implements new programs; maintains awareness of statewide and national trends in law enforcement operations to more effectively evaluate the operations of the department.
- Participates in community relations and makes public presentations.
- Functions as Sheriff during Sheriff's absence.
- Performs law enforcement work.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- Modern law enforcement practices and procedures;
- Applicable federal, state, and local laws;
- Departmental policies and procedures;
- Supervisory principles;
- Budget preparation principles;
- Records management techniques.

CHIEF DEPUTY SHERIFF

Skill in:

- Conducting investigations;
- Handling emergency situations;
- Using computers and related software applications;
- Using firearms and other police equipment and the use of self-defense tactics;
- Supervising employees and assigning work;
- Preparing and making presentations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

High School Diploma or General Equivalency Diploma (GED) and two years at the Major level; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Please note assignment is at the discretion of the Sheriff.

LICENSING/CERTIFICATION

- Basic Law Enforcement Certification;
- Valid NC Driver's License.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

May be subjected to travel.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E12/00; R10/02