

**MAJOR 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:** Chief Deputy Sheriff

**CLASS SUMMARY**

Provides administrative support to the Chief Deputy Sheriff and supervises the Captains.

**DISTINGUISHING CHARACTERISTICS**

The Major Deputy Sheriff is the sixth level in a seven level sheriff series. The Major Deputy Sheriff is distinguished from the Captain Deputy Sheriff by its administrative support to the Chief Deputy Sheriff and supervision over the Captains.

**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.
- Reviews and approves the Captains' goals and objectives.
- Evaluates departmental performance and plans training objectives in cooperation with the Chief Deputy Sheriff.
- Oversees and reports on projects as assigned by the Chief Deputy Sheriff.
- Reviews employment applications and recommends candidates for consideration.
- Reviews violations of departmental policies and applies appropriate disciplinary measures.
- 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:

- General patrol and law enforcement techniques;
- Applicable federal, state, and local laws;
- County geography;
- Functioning of the judicial system;
- Departmental policies and procedures;
- Supervisory principles;
- Records management techniques.

Skill in:

- Conducting investigations;
- Handling emergency situations;
- Using computers and related software applications;
- Driving a vehicle;
- Using weapons;
- Using self-defense techniques;
- Operating two-way radio equipment;
- Operating basic office equipment;
- Conducting interviews and interrogations;
- 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.

## **MAJOR DEPUTY SHERIFF**

### **TRAINING AND EXPERIENCE**

High School Diploma or General Equivalency Diploma (GED) and two years at the Captain 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: E10/99; R6/01; R10/02