

DEPUTY SHERIFF FIRST SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: This is important office management and liaison work involving the coordination of non-technical activities in the Sheriff's office. The incumbent of this position shall assist the Sheriff, Chief Criminal Investigator/Inspector, and the Road Patrol Captain, as well as other commissioned personnel in the performance of their prescribed duties as required. The incumbent shall be responsible for the proper maintenance of the facilities and equipment of the Sheriff's Department. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists superiors in the performance of their prescribed duties;
Assists in handling Public Relations by disseminating police news to various news organizations;
Advises Sheriff and Road Patrol Captain of any serious crimes, disasters, complaints against Sheriff's personnel and any other serious matters;
Reviews all New York State Police Information Network (NYSPIN) messages and requests and takes appropriate action;
Makes arrangements for interviews between the Sheriff and employees;
Arranges and distributes mail to the Sheriff and Commissioned Officers making any necessary notations for their attention;
Responsible for all handguns received at the Sheriff's Office from pistol permit holders;
Maintains all records required by New York State statutes when dealing with suspended or revoked pistol permits;
Assists with budgetary preparation;
Schedules and supervises department training, including firearm training;
Supervises all telephonic communication transmitted or received at Sheriff's Office;
Supervises the repair and replacement of vehicles assigned to the Sheriff's Office;
Compiles and coordinates vacation schedules;
Prepares and maintains department inventory;
Reviews all requests for supplies;
Orders supplies and supervises their distribution;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern principles, practices and techniques of law enforcement; good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law

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and other applicable laws, regulations and ordinances; good knowledge of local geography; good knowledge of the operation of radio equipment; good knowledge of the principles and modern practices of office, personnel and fiscal management; skill in the use of firearms, skill in the use of special equipment; ability to understand and carry out complex oral and written directions; ability to present oral and written comments and opinions clearly and concisely; ability to readily acquire familiarity with departmental organization, factions, laws, policies and regulations; sound judgment; integrity; tact.

MINIMUM QUALIFICATIONS:

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

SPECIAL REQUIREMENT:

Possession of an appropriate New York State driver's license at time of appointment.