

## UNDERSHERIFF

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility to act for and in place of the Sheriff during his absence or inability to act as provided for by New York State Law. Otherwise, the Undersheriff serves as second-in-command of the department, including Corrections, and performs duties and assignments as assigned by the Sheriff. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Assembles and prepares data for annual budget for review by the Sheriff prior to submission for consideration and maintains constant review of budget status;

Constructs and maintains personnel files for all members of the Sheriff's Office and processes all personnel transactions concerning payroll and benefits;

Prepares and submits special surveys and reports concerning department operations and functions, insures timely completion of reports and distribution to the appropriate authority;

Conducts audits of department financial operations, recommends procedures for curing any defects in established accounting procedures and ensures all records meet with established accounting procedures;

Processes and signs all checks for the Civil Bureau which includes bail monies and monies realized from the enforcement of civil process in a timely fashion and is responsible for distribution of all funds to the intended recipient;

Organizes and prepares special grant applications and assists in the processing of same, participates in contract negotiations and administers operating contracts concerning department operations;

Serves as liaison with County Audit and Finance Departments assuring that all revenue is recorded and forwarded to the Finance Department for appropriate processing;

Serves as liaison with the County Executive and Legislative branch on matters requiring attention and action;

Assists the First Sergeant with the implementation and operation of department records storage, retention and disposal program to ensure compliance with State and Federal rules and regulations;

Assists bureau chiefs in the daily operation of their assignments, in an administrative capacity, whenever requested or directed to do so;

Acts as department historian ensuring that data of an historical value is stored and preserved for posterity;

Conducts special research projects and prepares information in final form to assist the Sheriff in policy formulation decisions for department planning function and to provide support for special initiatives undertaken by the Sheriff;

Acts as special hearing officer in personnel matters concerning personnel matters concerning application of benefits (i.e., 207C hearings);

Prepares and delivers special programs to civic organizations detailing department operations and assists the Sheriff in completing general public relations projects and programs;

Performs other special functions at the direction of the Sheriff;

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: Comprehensive knowledge of the rules, regulations and requirements of the Correction Law governing the treatment of inmates, safety and security of the facility and department employees; comprehensive knowledge of modern principles and practices of police and criminal investigative techniques; thorough knowledge of the New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and to local laws, ordinance and regulations pertaining to police activities; thorough knowledge of the problems of correction facility inmate supervision; thorough knowledge of the principles, practices and methods utilized in police investigative activities; thorough knowledge of the use of weapons and their capabilities; thorough knowledge of the budget process as it relates to support personnel and equipment needs for a security facility and road patrol program; thorough knowledge of what constitutes evidence and how to safeguard and process it; thorough knowledge of legal terminology encountered in police work; good powers of observation; ability to plan and supervise the work of others engaged in corrections and police work; ability to read, understand and interpret written material; ability to deal courteously yet firmly with the public; skill in the use of firearms.

SUGGESTED MINIMUM QUALIFICATIONS: Graduation from high school or possession of a comparable diploma and ten (10) years law enforcement or corrections experience, five (5) years of which have been in a supervisory capacity.