

## **SHERIFF**

**GENERAL STATEMENT OF DUTIES:** Performs the duties prescribed by law as an officer of the court and conservator of the peace within the County; performs additional and related duties as may be prescribed by law and directed by the County Legislature.

**DISTINGUISHING FEATURES OF THE CLASS:** This is peace-keeping work of a difficult nature which involves responsibility for the operation of the county jail, and for various peace-keeping and investigative functions in both civil and criminal areas. The work is performed in accordance with Sections 650 through 661 of the County Law, Section 500 – c of the Correction Law, Section 380 of the Tax Law, Section 209 –f of the General Municipal Law, other applicable New York State laws and relevant sections of local law.

**TYPICAL WORK ACTIVITIES:**

Acts as custodian of the County Jail and receives and safely keeps every person lawfully committed to his custody;

Appoints an Undersheriff to serve at his pleasure, within ten (10) days of assuming office;

Appoints, with the consent of the Legislature, regular deputies to serve at his pleasure, but not to exceed one deputy for every 3000 inhabitants;

Supervises the Bureau of Criminal Investigations and its employees, subject to Civil Service regulations;

Hires employees to staff the jail, to serve at his pleasure;

Keeps such records at the jail as may be required by law;

Sells real and personal property for non-payment of duly authorized taxes, and pays the money collected to the Tax Commissioner within 60 days;

May be authorized by the governor to make available all or any of his deputies for duty and use anywhere in the State;

May, during an emergency, deputize additional special deputies and hire necessary equipment and apparatus.

**MINIMUM QUALIFICATIONS:** This is an elective office for a term of three (3) years.