

UNDERSHERIFF

DISTINGUISHING FEATURES OF THE CLASS: This is primarily administrative work of a complex nature that involves assisting the Sheriff with the oversight of the Rockland County Office of the Sheriff, including the Civil, Corrections, and Patrol Divisions as well as special law enforcement programs and initiatives. The Undersheriff may act for and in place of the Sheriff during his/her absence or inability to act. Performs related work as required by the Sheriff.

TYPICAL WORK ACTIVITIES:

Assists the Sheriff in the formulation and implementation of policies and procedures in the Office of the Sheriff by making researching pertinent matters, making recommendations, writing proposed policies and procedures, etc.;

Oversees and provides administrative direction to all divisions of the Office of the Sheriff, including division chiefs, as directed by the Sheriff;

Coordinates and evaluates data for the preparation of the Sheriff's annual budget and regularly monitors budgetary information for all divisions;

Conducts surveys and prepares reports concerning departmental operations and functions;

Participates in labor contract negotiations and administers labor contract provisions in order to ensure compliance as well as effective departmental operations;

Acts as liaison with the County Executive, Legislature, District Attorney, County Attorney, and other County departments regarding legal matters, emergencies, law enforcement concerns, initiatives, etc.;

Conducts special research projects and prepares reports to the Sheriff regarding a variety of matters, including but not limited to special initiatives;

Administers personnel matters (e.g., 207C/Workers Compensation, promotions, and disciplinary matters);

Represents the Sheriff at meetings, conferences, community events, etc., as assigned;

Acts for and in place of the Sheriff in his/her absence;

Provides continuing training as it pertains to policies and procedures in all divisions, as required by the Sheriff;

Performs a variety of related activities, including sensitive and confidential assignments, as directed by the Sheriff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of administrative practices and procedures, especially as they apply to law enforcement; thorough knowledge of supervisory techniques; thorough knowledge of the rules, regulations and requirements of New York State correction laws and regulations governing the treatment of inmates and the safety and security of the corrections facility and employees; thorough knowledge of New York State civil law enforcement procedures, including evictions, execution of subpoenas, and general accounting and bookkeeping procedures as they pertain to evictions and other civil law enforcement practices; thorough knowledge of modern principles and practices of police and criminal investigative duties; good knowledge of the New York State Penal Law; ability to establish and maintain effective relationships with others, including elected officials, department heads and the general public; ability to prepare clear written reports and maintain records; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.

R.C.D.P. (08.02.2012) 05.15.2015
Exempt