

Chief Deputy Sheriff

Dept/Div: *Sheriff*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult advanced protective services work assisting with the day-to-day administration of the Sheriff's Office, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Sheriff. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Assists with directing the operations of the Sheriff's Office; supervises Deputies, Sergeants and Investigators, manages the hiring of new employees, employee discipline issues, payroll, and orders equipment.
- Reviews reports and calls for service; acts as liaison to the County Attorney's office for all court notices, follow-up requests and case outcomes and manages civil process papers.
- Attends County Board meeting, City Council meeting and various committee meetings.
- Works with the Sheriff to establish and updates policy and procedures for the office.
- Oversees all day to day operations in lieu of the Sheriff; is available 24/7/365 for all department issues.
- Responds to all major incidents within the County.
- Locates, sets up and assigns training for staff.
- Monitors, analyzes and assists with the budget process; monitors and negotiates contracts with vendors.
- Oversees SWAT Team, Search and Rescues, Water Patrol, ATV and Snowmobile.

Knowledge, Skills and Abilities

Comprehensive knowledge of law enforcement methods, practices and procedures; thorough knowledge of the geography of the County and location of important buildings; thorough knowledge of the rules and regulations of the Sheriff's Office; ability to understand and carry out oral and written instructions and to prepare clear and comprehensive reports; ability to command the respect of officers and to plan, assign and supervise their work; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; possession of physical agility and endurance; skill in the use of firearms, chemical agents, weapons of defense and the operation of a motor vehicle; ability to deal courteously, firmly and tactfully with the public under stressful situations; ability to establish and maintain effective working relationships with associates.

Education and Experience

Associates/Technical degree with coursework in Criminal Justice, Law Enforcement, or related field and extensive experience, or equivalent combination of education and experience.