

CHIEF DEPUTY (CRIMINAL/CIVIL DIVISION)

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting the Sheriff and Undersheriff with planning, administration and supervision of the Herkimer County Sheriff's Department Criminal Division, Civil Division, Court Security, Public Building Security, School Security function and Court Support Function. The Chief Deputy Criminal/Civil Division is responsible for the formation of policies and procedures governing the operation of the Criminal Division, Civil Division, Court Support Function, School Security function and Building Security Function. These Divisions are supervised to ensure maintenance of proper safety, security and conformity to established procedures. The Chief Deputy Criminal/Civic Division functions under the direction of the Sheriff and Undersheriff. The program is reviewed through frequent conferences and reports. General supervision is exercised by the Chief Deputy over Division Supervisors and employees. Does related work as directed.

EXAMPLES OF WORK: (Illustrative Only)

- Administers the daily operation of the Sheriff's Criminal and Civil Divisions, Court Security, Court Attendants, School Security, and Building Security;
- Supervises and evaluates Division employees;
- Presides at meetings of the Division Supervisors;
- Coordinates the preparation of the annual budgets and reports to various agencies and courts;
- Supervises and coordinates the maintenance of all Criminal, Civil, Court and Security records;
- Coordinates the development of efficient work schedules and discipline;
- Develops policies and procedures;
- Inspects the staff and operations of the Criminal Division and Civil Division to ensure compliance to prescribed regulations and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the applicable New York State and Federal laws, rules and regulations; good knowledge of current trends in statutes and case law; ability to establish and maintain effective working relationships with the courts and other agencies; ability to coordinate and supervise the work of others in a manner conducive to superior performance and high morale; ability to enforce rules and regulations fairly and firmly; ability to maintain accurate records; ability to act calmly and effectively in emergencies; personnel management and labor relations skills; good judgement; tact; courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** four (4) years of experience as law enforcement supervisor; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** six (6) years of experience as a law enforcement supervisor; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** eight (8) years of experience as a law enforcement supervisor.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
2. In order to be eligible for appointment, candidates must meet all current requirements of Section 58 of the Civil Service Law and Section 3.1 of the Public Officers Law.

Adopted 3/16/2020 PO