

CHIEF DEPUTY (CORRECTIONS DIVISION)

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting the Sheriff and Undersheriff with planning, administration and supervision of the operations of the Herkimer County Sheriff's Correction Division. The Chief Deputy is responsible for the formation of policies and procedures governing the administration of the Correction Division, to ensure maintenance of proper safety, security and conformity to established procedures. The Chief Deputy (Corrections) 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 the Correction Division Lieutenants and employees. The incumbent performs related work as directed.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists in administration of the daily operation of the County Correctional Facility and its Annexes;
- Supervises and evaluates the Corrections Lieutenants;
- Presides at meetings;
- Provides for discipline;
- Coordinates the preparation of the Correctional Facility's annual budget;
- Coordinates the preparation of grants and periodic reports to the courts, the State Commission of Correction and other agencies;
- Inspects the staff and operation of the Correction Division to ensure compliance with prescribed regulations and procedures;
- Develops policies and procedures through Division Lieutenants;
- Assists in Labor/Management activities.

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 concerning the rights of inmates; working knowledge of principles of psychology, as they relate to group interactions, hostage negotiation and the dynamics and prevention of violence, suicide and other incidents; 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 a corrections 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 corrections supervisor; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** eight (8) years of experience as a corrections supervisor.

SPECIAL REQUIREMENTS:

1. Candidate must have completed a NYS Certified Correction Officer Training prior to appointment.
2. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
3. 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.

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Non-competitive class