

UNDERSHERIFF

DISTINGUISHING FEATURES OF THE CLASS:

This position involves administrative responsibility for directing and supervising the activities of the Sheriff's Department and personnel assigned as ordered by the Sheriff. The Undersheriff must be thoroughly familiar with controlling laws and ordinances, with departmental practices and procedures and with approved police methods. Work is subject to the plans, policies and procedures formulated by the Sheriff.

TYPICAL WORK ACTIVITIES:

1. Conducts investigations of applicants for Deputy Sheriff and recommendations for appointments and promotions within the force;
2. As ordered by the Sheriff, takes active command of major disaster, riot or other emergency situations;
3. Instructs subordinate officers as to work assignments and procedures;
4. Interprets new laws, ordinances, rules and regulations for subordinate officers;
5. Assigns cases to subordinate officers and investigates and carefully reviews their work;
6. Oversees the jail employees to see they carry out their assigned duties;
7. Serves as Sheriff in his absence;
8. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of police methods and administration; thorough knowledge of controlling laws and ordinances and of departmental rules and regulations; demonstrated ability to command respect of subordinates; ability to direct and supervise the work of others; ability to deal firmly and courteously with the public; thorough knowledge of the geography of the County; good judgement; dependability; tact; integrity; physical condition commensurate with the demands of the position.

RECOMMENDED QUALIFICATIONS:

Five years experience in police work, some of which shall have been of the level of Sergeant Deputy Sheriff or above, and completion of a standard high school course supplemented by training at a state or national police training school; or any equivalent combination of experience and training sufficient to indicate ability to do the work.