

**Pursuant to Section 211 of the NYS Retirement & Social Security Law, the Orleans County Sheriff's Office is conducting a recruitment effort for the position of:**  
**Undersheriff of Orleans County, N.Y.**

**Distinguishing Features of the Class:** This position is managerial, policy influencing and confidential. The incumbent is a sworn deputy of the Sheriff and is his/her Second in Command. He/she assumes the responsibilities & duties of the Sheriff in his/her absence. He/she assists the Sheriff in formulating departmental policies and procedures. The work involves directing, coordinating and supervising the activities of all sworn personnel who are engaged in the investigation of criminal cases and enforcement of the laws of the State of New York. The incumbent provides assistance in coordinating policy and procedures in the areas of personnel, finance, budget, communications, office management, civil process, and correctional services. The Undersheriff exercises supervision over the Chief Deputy, Jail Superintendent, Lieutenants, Investigators, Sergeants, Road Deputies, Correction Officers, Public Safety Dispatchers, and all other non-sworn personnel. The 2015 Grade 9 – Step 1 annual salary is \$55,976.00

**Typical Work Activities:**

- May review and authorize payroll;
- Compliance with all Criminal Division personnel training requirements;
- Delegates assignments to lower ranking employees for execution;
- Crime scene management, responsible for supervising and coordinating all facets of major crime scenes or serious accidents. This often requires split second decisions that may affect personal safety, protection of property, officer safety, evidence preservation and conflict resolution;
- Report preparation and review including but not limited to incident, MVA, domestic violence, warrants, accusatory instruments, supporting depositions, grand jury, & other court related paperwork;
- May monitor all open cases on a regular basis;
- Oversees the grant writing process;
- Offers guidance and instruction on reports and case investigations;
- May evaluate work performance of subordinates;
- Meets with the Sheriff to discuss problems, case investigations, and personnel matters;
- Recommends remedial or disciplinary action for misconduct or poor performance by inefficient, incompetent, or unsuitable members of the department;
- Oversees internal affairs investigations of accusations against department personnel;
- May represent the department in prosecuting disciplinary matters relative to grievance hearings against employees' accused of misconduct, or poor performance;
- May create, interpret and recommend changes in departmental policy, and collective bargaining agreements;
- May supervise activities of the Road Patrol, Criminal Investigation Division, Marine Unit, Correctional Services, Civil Process Service, Communications, or other non-sworn personnel;
- Attends training and meetings at the discretion of the Sheriff. Represents the Office of Sheriff at civic, neighborhood watch, or community meetings;
- Contacts the Sheriff to apprise him/her of all major or important incidents or situations relevant to the agency;
- Keeps abreast of new developments in criminology, laws, and law enforcement techniques so that necessary changes and adaptations may be promptly initiated and effectively executed;
- Provide information to the media, and the public relative to ongoing and completed investigations on a daily basis.

## **UNDERSHERIFF continued**

### **Full Performance Knowledge, Skills, Abilities and Other Characteristics:**

- Must maintain superior knowledge of Federal, State and Local Laws and departmental policies and their applications;
- Thorough knowledge of principals and practices of supervision;
- Must maintain general knowledge of the Orleans County Sheriff's Office.
- Thorough knowledge of the principals & techniques of crime prevention & detection;
- Knowledge of the radio, radio procedures, and other departmental equipment;
- Ability to communicate orders and ideas clearly;
- Ability to understand and follow complex oral and written directions;
- Ability to organize and conduct training activities;
- Willingness to accept responsibility and make decisions consistent with the law, as well as departmental and county policies & procedures;
- Sound judgment, tact, and diplomacy;
- Physical condition commensurate with the demands of the position.

**Minimum Qualifications:** High school diploma or the equivalent. Ten (10) years experience as a sworn Deputy Sheriff or Police Officer, with at least Five (5) years experience as a Line Supervisor (Sergeant) **or** Lieutenant, Captain or above. Previous service with a Sheriff's Office is recommended.

**Special Requirements:** Appointee **must** be a resident of Orleans County at time of appointment & possess a valid New York State Driver's License. Appointee **must** have successfully completed the *MPTC Basic Course for Police Officers* **and** the *Course in Police Supervision*.

**We are canvassing to see if there are any interested non-retirees who would meet the minimum qualifications as outlined in the job description. Individuals who believe they have the requisite qualifications and experience are invited to forward a resume' no later than Friday – May 1, 2015, to Scott D. Hess – Sheriff of Orleans County – 400 Public Safety Bldg., 13925 State Route 31 – Albion, New York 14411-9386.**