

JOB TITLE: Chief Deputy

SD/2

DEPARTMENT: Sheriff, Rutherford County

JOB SUMMARY: This position is responsible for performing administrative and law enforcement in the protection of life and property for the county.

MAJOR DUTIES:

- o Plans, organizes, and directs the administrative, investigations, patrol, detention, and other departmental operations through subordinate supervisors; researches and recommends policies; organizes work for efficient and effective processing.
- o Coordinates the hiring process for the department; recruits, screens applicants, interviews, schedules physical examinations, conducts background investigations, and selects employees.
- o Updates departmental procedures for compliance with federal and state laws and regulations and new directions from the Sheriff.
- o Prepares and administers the departmental budget; approves requisitions; informs Sheriff of budget matters.
- o Performs, coordinates, or reviews personnel decisions in the department including training, discipline, performance coaching and evaluation, and internal investigations.
- o Serves in the absence of the Sheriff.
- o Performs community relations and public presentations as needed.
- o Performs law enforcement work; responds to calls; serves criminal and civil papers; transports prisoners.
- o Serves as Public Information Officer.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of law enforcement administration, corrections practices, and criminal justice system processes.
- o Knowledge of management and supervisory principles and practices.
- o Knowledge of civil and criminal processes.

- o Knowledge of department and county policies and procedures and federal, state, and local laws and regulations.
- o Knowledge of the boundaries, geography, and road system of the county.
- o Knowledge of legal and judicial processes and methods of service for legal processes.
- o Knowledge of liability issues as they relate to law enforcement.
- o Skill in management and supervision.
- o Skill in preparing and maintaining reports and records.
- o Skill in operating emergency vehicles.
- o Skill in the use of radio/communications equipment.
- o Skill in the use of firearms and restraint equipment.
- o Skill in operating a computer, and facsimile machine.
- o Skill in planning, organization, and decision making.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Sheriff assigns work in terms of department goals and objectives. Work is reviewed through conferences, reports, and observation of department operations.

GUIDELINES: Guidelines include department standard operating procedures, county ordinances and policies, and federal, state, and local laws. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied administrative and supervisory duties. The variety of situations encountered contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to assist the Sheriff with the daily management of the department. Successful performance helps ensure the effective operation of the department and the protection of community life and property.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, emergency medical providers, elected officials, the general public, and law enforcement personnel from state, local and federal agencies.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, resolve problems, motivate and counsel employees, negotiate and settle matters, and justify decisions.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office, jail, or courtroom.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over all subordinate personnel.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the North Carolina Training and Standards Commission.