

UNDERSHERIFF

DEFINITION

Under administrative direction, to assist the Sheriff-Coroner with planning, directing, and organizing the operations and functions of the Sheriff's Department; to coordinate the operations of the Department's divisions and work units; to represent the Department with the public, community organizations, and other government and law enforcement agencies; to act for the Sheriff-Coroner in the Sheriff-Coroner's absence; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a top level management classification which assists the County Sheriff-Coroner with the general management, planning, coordination, and supervision of Department functions and programs.

REPORTS TO

Sheriff-Coroner.

CLASSIFICATIONS DIRECTLY SUPERVISED

Deputy Sheriff, Sheriff Sergeant, Sheriff Commander, Supervising Dispatcher, and Correctional Commander.

EXAMPLES OF DUTIES

Assists the Sheriff-Coroner with directing the operations and functions of the Department; frequently confers with the Sheriff-Coroner in developing and implementing the goals and policies of the Department; confers with and coordinates the activities of the division managers; assists the Sheriff-Coroner with planning and developing Department functions and operations, including recommending reorganizations of department functions, establishing new operating policies, and determining the future personnel and equipment needs of the Department; compiles and oversees the maintenance of the departmental budget; coordinates Department personnel activities and functions; studies Department operations to evaluate efficiency, the morale and discipline of personnel, and the condition of physical facilities and equipment; evaluates public complaints pertaining to activities or individuals in the Sheriff's Department; directs internal investigations within the Sheriff's Department; prepares operating directives and manuals; coordinates the Department functions with other law enforcement agencies and County departments; serves as Sheriff-Coroner during the Sheriff-Coroner's absence.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods in one position; frequently stand and walk; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office and courtroom environments; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of police science, administration, and organization.
- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and bailiff functions.
- Criminal investigation methods and techniques.
- Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Laws applicable to the apprehension, retention, and treatment of juveniles.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- Proper and effective methods of deploying law enforcement personnel.
- The general geography and topography of Amador County.
- Use and care of Department authorized firearms.
- First aid techniques.
- Principles of criminal identification and fingerprint classification.
- Methods, procedures, and practices involved in processing and maintaining law
- Principles of budget development and administration.
- Public personnel methods, practices, and procedures.
- Methods, principles, practices, and procedures involved in processing and maintaining law enforcement records and files.
- Principles of public administration.
- Principles of management, supervision, training, and work evaluation.

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Ability to:

- Assist with planning, organizing, and coordinating the functions and activities of the Sheriff's Department.
- Coordinate the functions of the Department's divisions.
- Plan, organize, direct, manage, supervise, and evaluate the work of others.
- Evaluate department functions and operations, developing recommendations to improve service and efficiency.
- Analyze and interpret crime statistics and reports.
- Coordinate Department personnel functions and activities.
- Develop a budget and control expenditures.
- Develop and make effective public presentations.
- Prepare and review reports, manuals and guides.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Make independent judgements and adopt quick, effective, and responsible courses of action during emergencies.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate proficiency in the use and care for firearms.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Three (3) years of experience in law enforcement work equivalent to a Sheriff Commander with Amador County. An incumbent must have no felony convictions.

Completion of advanced educational training in criminology, criminal justice, and law enforcement is highly desirable.

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Special Requirements: Possession of Basic, Intermediate, Advanced, Supervisors, and Middle-Management Certificates issued by the California Peace Officer Standards and Training Commission (P.O.S.T).

Completion of course requirements of Executive Development certificate issued by the California Peace Officer Standards and Training Commission (P.O.S.T).

Possession of First Aid and CPR certificates.

Possession of a valid and current California Driver's license at the time of appointment.