

DEPUTY SHERIFF - MAJOR

GENERAL STATEMENT OF DUTIES

Performs administrative and supervisory law enforcement work in the management of field operations for the Sheriff's Office.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs administrative and supervisory work assisting the Sheriff and Chief Deputy in the management of all Sheriff's Office field operations. Employee acts as the first line supervisor for all Division Captains of investigations, patrol, and vice / narcotics. Employee works under the direct management control of the Chief Deputy and Sheriff assisting in the command and supervision of all Sheriff's Office personnel, the investigation of all crimes, and in assuming responsibility for the operation of the Sheriff's Office in the absence of the Sheriff and Chief Deputy. Employee must be courteous, tactful, and firm in all dealings with employees and the public. Considerable judgment and initiative are required in determining facts, interpreting and applying the law, and in making decisions, without reference to higher authority. Employee is subject to the usual hazards of law enforcement work. Work is evaluated in terms of the effective performance of administrative duties and adherence to Sheriff's Office policies and procedures.

ILLUSTRATIVE EXAMPLES OF WORK

- Supervises the operation of the Sheriff's Office in the absence of the Sheriff and Chief Deputy.
- Supervises all Sheriff's Office personnel under his command through the chain of command.
- Directly supervises Captains of Investigations, Patrol, and Vice-Narcotics.
- Plans, directs, and supervises all field operations of the Sheriff's Office; determines staffing and equipment needs; makes assignments and communicates orders, and other administrative directives to division personnel under his command.
- Observes and evaluates the work performance of Sheriff's Office personnel to insure adherence to accepted Sheriff's Office standards of performance by the chain of command.
- Supervises investigations or investigates citizens complaints against employees and reports findings to Sheriff and Chief Deputy.
- Reports to Sheriff and Chief Deputy on operations weekly or as required.
- Assists in the development, implementation, and enforcement of Sheriff's Office policy and procedures
- Supervises the in-service training program of the Sheriff's Office.
- Explains and interprets Sheriff's Office rules and regulations to personnel.
- Forwards requests for equipment needs to the Chief Deputy, and aids in the procurement of equipment as requested.
- Delegates and assigns work to all personnel under his command as required.
- Performs related work as required or as requested by the Sheriff or Chief Deputy.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of modern law enforcement practices and procedures.
- Thorough knowledge of the County's operations and geography.
- Considerable knowledge of federal, state and local laws pertaining to law enforcement.
- Skill in the use of firearms and other law enforcement equipment.
- Ability to observe and evaluate the work of law enforcement personnel.
- Ability to exercise leadership and sound judgment in routine and emergency situations.
- Ability to deal firmly and tactfully with the public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school with considerable experience in law enforcement work, including supervisory experience; or an equivalent combination of experience and training.

SPECIAL REQUIREMENT

Refer to the N.C. Sheriff's Office Training and Standards Commission for employment, education, and training for law enforcement officers.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Randolph County 3/2002