

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Chief Deputy
Department: Sheriff's Office
Revised : July 2013

Class : Professional
FLSA: Exempt

This job description supersedes any prior description for the Chief Deputy classification.

GENERAL DESCRIPTION

Professional law enforcement work of an administrative nature. Supervision is given to an entire staff of law enforcement officers. Supervision is received from the Sheriff, who reviews work through observation and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, directs, coordinates, and staffs administrative, operational, and staff activities of the department; provides daily oversight of departmental operations.

Makes recommendations for hire, fire, promotion, and other status changes for staff supervised that are given particular weight by the Sheriff.

Initiates written and oral orders, directives, and instructions including those prescribed by the Sheriff and the County Manager and those deemed necessary for the efficient and ethical operation of the department; insures all orders, directives, and instructions are duly executed.

Evaluates job performance and completes performance appraisals on staff supervised; disciplines subordinate staff when necessary.

Coordinates the operations of all divisions, teams, sections and units within the department so that they compliment one another in all necessary matters, and assures that a high degree of lateral cooperation and exchange of information is maintained.

Visits and inspects all Sheriff's Department facilities and organizational components to insure that such facilities and components are properly maintained and operated for the efficient administration and operation of the department.

Presides over the investigation and disposition of all charges of misconduct, illegal conduct, and complaints brought against any officer or employee of the department.

Insures the commanding officers intelligently and actively perform their duties and maintain proper discipline of subordinates under their command and that no partiality, favoritism, or undue leniency is shown, or any injustice done.

Provides cooperation and coordination of activities with Federal, State, County, City and other law enforcement agencies.

Acts as the chief budget officer and is responsible for budget development and implementation.

Facilitates cooperation and information flow between Sheriff's Office and elected and appointed county, state and federal officials.

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Assigns, details, transfers, or promotes officers and employees of the department, to or from any component or assignment of the department.

OTHER JOB FUNCTIONS

Serves in a continuous on-call status due to the nature of the work.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of federal, state, and local laws and ordinances.

Extensive knowledge of law enforcement investigative procedures.

Ability to communicate both orally and in writing.

Ability to instruct, organize, plan, and supervise the work of subordinate staff.

Ability to plan, supervise and participate in a variety of law enforcement goals and activities.

Ability to establish and maintain effective working relationships with fellow employees, news media representatives, and the general public.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, bending, stooping and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Work may include use of a firearm. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Criminal Justice, Business or Public Administration, or related field and five years of supervisory experience in law enforcement, or a Master's Degree from an accredited college or university in Criminal Justice, Business or Public Administration, or related field and two years of supervisory experience in a law enforcement agency; or an equivalent combination of education and experience; must be minimum age of 21, have favorable psychological evaluation, background investigation, CVSA, successful completion of physical fitness assessment, and favorable completion of medical examination with negative drug screen. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**