

CHIEF DEPUTY - 6215

General Definition of Work:

Performs difficult professional and administrative work directing the operations of the Sheriff's Department and assisting in the overall management of the department; does related work as required. Work is performed under the general supervision of the Sheriff. Supervision is exercised over all department personnel in the absence of the Sheriff.

Essential Functions/Typical Tasks:

Managing the daily activities of the department; supervising operating divisions and bureaus; investigating complaints; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Assists the Sheriff in planning, organizing and directing of department activities and functions.
- Supervises all divisions and bureaus in the department including patrol, criminal investigations, jail, animal control and communications.
- Directs the recruitment, selection and promotion of personnel; maintains payroll and related records.
- Helps investigate major criminal cases.
- Investigates and resolves complaints filed against employees in the department.
- Develops and implements department policies and procedures.
- Directs the purchase of equipment and supplies; monitors expenditures.
- Analyzes department policies and procedures and recommends changes.
- Evaluates the work of subordinates; counsels employees.
- Helps develop department's goals and objectives.
- Monitors budget expenditures for operational functions; evaluates and projects costs for fiscal year; ensures budget guidelines are maintained; assists in budget preparation.
- Evaluates training levels and projects additional training needs.
- Helps develop department priorities.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Comprehensive knowledge of the rules, regulations and procedures of the department; comprehensive knowledge of local laws and ordinances; comprehensive knowledge of the principles and practices of law enforcement and criminal investigation; comprehensive knowledge of the rules, regulations and procedures of the department; ability to enforce rules firmly and fairly; ability to establish and maintain effective working relationships with county officials and other law enforcement agencies and associates; ability to plan and supervise the work of subordinate personnel; ability to prepare records and reports.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in criminal justice or related field and extensive law enforcement experience including considerable supervisory experience.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and hazards. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements:

Possession of Basic Law Enforcement Certificate issued by the State of North Carolina. Must meet and maintain minimum qualifications for the position established by the department and the State of North Carolina. Possession of an appropriate driver's license valid in the State of North Carolina.