

Jurisdictional Class: Exempt
EEO Category: Protective Service: Sworn
Revised: 02/21/2023

UNDERSHERIFF

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for directing, coordinating, and supervising the civil, criminal, correction, and administrative operations of the Oneida County Sheriff's Department. The Undersheriff has direct involvement in overseeing the various functions of the department and providing law enforcement decisions to situations as they arise. Work is performed under general supervision of the Sheriff, with considerable leeway allowed for the use of independent judgment in planning the details of the work and resolving problems in emergency situations. Supervision is exercised over subordinate law enforcement, corrections, and clerical personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Acts for, and in place of, the Sheriff in the Sheriff's absence;
Executes Department policy, rules and regulations, and assumes responsibilities in the Sheriff's absence;
Reviews existing programs with the Department including personnel, recruiting, staffing and scheduling;
Prepares preliminary budget recommendations;
Oversees and directs criminal investigations, serious incidents and internal investigations;
Supervises and reviews procedures of the jail, criminal investigation, road patrol, and established special units;
Coordinates activities with other local, State, and Federal police agencies to ensure efficient operations of the Sheriff's Department;
Prepares a variety of records and reports related to the work;
Participates in public relations activities of the Department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the rules, regulations and requirements of the facility and Department employees; comprehensive knowledge of modern principles and practices of police and criminal investigative techniques; thorough knowledge of New York State Penal Law, Code of Criminal Procedure, Vehicle and Traffic Law, and local laws, ordinance and regulations pertaining to police activities; thorough knowledge of the problems of correction facility inmate supervision; thorough knowledge of the principles, practices and methods utilized in police investigative activities; thorough knowledge of the use of weapons and their capabilities; thorough knowledge of the budget process as it relates to support personnel and equipment needs for a security facility and road patrol program; thorough knowledge of what constitutes evidence and how to safeguard and process it; thorough knowledge of legal terminology encountered in police work; ability to read, understand, and interpret written material; ability to deal courteously yet firmly with the public; ability to operate a police patrol car, radio and radar equipment; skill in the use of firearms.

MINIMUM QUALIFICATIONS: Appointed on the basis of administrative experience and other such qualifications, as the Oneida County Sheriff may determine appropriate.

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SUGGESTED QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree **AND** six (6) years of experience as a law enforcement supervisor; **OR**
- (B) Possession of Associate's Degree **AND** eight (8) years of experience as a law enforcement supervisor; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** ten (10) years of experience as a law enforcement supervisor.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 12/13/1991
Revised: 03/20/1995, 06/20/1997, 01/10/2019, 02/21/2023