

TITLE: Undersheriff JOB CODE: 1331
PREPARED: 6/30/03 FLSA: Exempt

UPDATED: REVISION #:

Summary: Under limited supervision, provides overall management and administration of the County Sheriff's Department in support of the County Sheriff. Work responsibilities extend to serving in the absence of the Sheriff.

Distinguishing Characteristics: This designation is distinguished from the Captain classification by managerial and administrative responsibility for the overall operations of the County Sheriff's Department.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Manages and directs the overall activities of the Sheriff's Department; serves as the Chief Staff
 Officer to the Sheriff in all Department operations matters; develops Department goals and objectives;
 develops and implements policies and procedures; recommends the reorganization of Department
 activities and functions; determines the future resource needs of the Department based on a review
 and analysis of societal and demographic trends and community needs.
- Plans, organizes and directs law enforcement activities; meets and confers with division Captains; coordinates operations of the divisions; coordinates Department activities with external local, state and federal agencies.
- Assigns work activities, projects and programs; monitors workflow; reviews and evaluates work performance of subordinate staff.
- Evaluates the effectiveness of division commanders and operations, including the morale and discipline of personnel and the condition of facilities and equipment.
- Serves a lead role in the development of the Department budget; participates in budget implementation; provides forecasts of additional funds needed for staff, equipment, materials and supplies; administers and tracks the operating budget.
- Recommends and directs staff training; implements disciplinary procedures.
- Receives and evaluates public complaints regarding activities, practices or specific Department staff; directs the conduct of internal investigations as necessary.
- Represents the Department to external agencies and organizations; participates in professional groups and committees; develops and maintains effective working relationships.
- Researches and prepares technical and administrative reports; prepares various correspondence.
- Coordinates a variety of administrative activities including employee scheduling, payroll reporting and report processing.
- Serves in the absence of the Sheriff as needed.
- Performs related work as required.

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MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of Sheriff's department policies and procedures, rules of evidence, current law enforcement techniques and procedures, and criminal and traffic codes.
- Knowledge of County, state and federal laws, regulations and ordinances.
- Knowledge of the criminal justice and court systems, procedures and protocols in the State of Nevada.
- Knowledge of investigative and interrogative procedures; and techniques and protocols for observation and memorization of critical details.
- Knowledge of supervisory principles, practices and methods.
- · Knowledge of the principles and practices of administrative management.
- Knowledge of general County policies, procedures, rules and regulations.
- Knowledge of hazardous chemicals and materials, first aid and CPR.
- Skill in the care, maintenance and safe operation of firearms and impact weapons.
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working
 effectively under stressful conditions and in emergency situations.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in planning, developing, implementing and evaluating policies, procedures, rules and regulations.
- Skill in resolving complaints and concerns from the general public.
- Skill in establishing and maintaining effective working relationships with other law enforcement agencies, court personnel and the general public.
- Skill in effective oral and written communications.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate.
- Certified Nevada Peace Officer (POST), and ten years experience in law enforcement, with a minimum of five years of supervisory or managerial experience.
- Advanced POST certification.
- CPR certification
- First Aid certification.
- Must possess State of Nevada Driver's license, and clear criminal record.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an office environment with some exposure to external environmental conditions such as extreme temperatures or inclement weather.
- Subject to physical harm such as dangerous vehicles, gun shots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, infectious and communicable diseases.
- Required to physically restrain persons.

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- Subject to extended periods of intense concentration in review of crime scenes, investigations and preparing law enforcement reports.
- Subject to standing, walking, sitting, bending, reaching, kneeling, running, and lifting heavy objects over 200 pounds.
- Must maintain a level of physical fitness to meet Department standards.

Equipment and Tools Utilized:

 Special Equipment includes automotive patrol vehicles, firearms, impact baton, handcuffs, two-way radios, cameras, radar units, video and audio equipment, pepper spray and computerized and conventional office equipment.