

## Chief Deputy Sheriff

This is a managerial position to work in conjunction with the administration of the Schenectady County Sheriff's Office. The incumbent will be responsible to deal with and report directly to the Sheriff and/or Undersheriff. The incumbent will recruit and investigate all incoming members of the Sheriff's Office and do appropriate background investigations and testing for the sensitive positions of the department. The incumbent will conduct internal investigations to clear or prosecute employees involved in these types of investigations. Continuous inspections and reviews of systems, rules, regulations, post orders, and functions will be made as they relate to the Schenectady Sheriff's Office. The incumbent will create training or supplemental ways to improve job quality and employee behavior while considering the critical nature of corrections and law enforcement. The person will examine evidence, interview persons, take statements, make reports and make arrests, if necessary. The incumbent will do related work, as necessary, directed by the Sheriff and/or Undersheriff.

Candidates must have a thorough knowledge of modern investigative techniques; Good knowledge of local, state and federal laws guiding the integrity and performance of duty of correctional/law enforcement personnel; ability to obtain and maintain evidence and keep confidential investigations; ability to meet with and command the confidence and respect from organizations concerned about law enforcement and practices; ability to train others in policy, procedure and rules of correctional practices; ability to read and interpret various laws, rules and procedures affecting modern law enforcement and correctional practices; flexibility in working hours; ability to gain the confidence of others and have good verbal and written communication skills.

### MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State college or university with an associate's degree in Criminal Justice or a related field and twelve (12) years of police experience, at least six (6) years of which must have been in second line supervision (lieutenant or higher).

Adopted  
CSC 12/20/05  
Revised  
CSC 07/12/11  
Revised  
CSC 07/15/14