

**DEPARTMENT:** NIAGARA COUNTY SHERIFF'S OFFICE  
**CLASSIFICATION:** NON-COMPETITIVE APPROVED BY STATE CSC 05/19/2003  
**APPROVED:** APRIL 11, 2022 **FLSA Status:** Exempt/ Administrative 1/4/2010

**CHIEF DEPUTY**

**DISTINGUISHING FEATURES OF CLASS:** This is an administrative and managerial position responsible for the supervision and operational functions of law enforcement services at the Sheriff's Office. Duties include the selection of employees, the direct supervision of Deputy Sheriff Captains, the formulation of policy and procedure, and the initiation of law enforcement programs. General direction is received from the Sheriff and Undersheriff with considerable leeway allowed for the use of independent judgment in planning the details of the work. Direct and indirect supervision is exercised over a large staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Supervises the investigation of crimes, accidents and other miscellaneous happenings;
2. Establishes and revises policies, programs and regulations to provide for the effective and efficient management of the Niagara County Sheriff's Office, subject to the administrative approval of the Sheriff;
3. Ensures that all government rules, regulations and minimum standards are complied with;
4. Supervises the administrative functions of assigned divisions including the review and/or preparation of all written reports, especially the necessary arrest and other investigative reports;
5. Enforces all laws and departmental rules and regulations pertaining to the employees and recommends remedial or disciplinary actions for inefficient, incompetent or unsuitable members;
6. Conducts security inspections of the physical plant;
7. Conducts disciplinary hearings;
8. Participates in labor negotiations as requested and administers collective bargaining agreements;
9. Make arrests of persons in violation of the law;
10. Trains direct supervisors and evaluates law enforcement officers in their assigned duties.
11. Applies for grants and manages grant performance and reporting

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of law enforcement and supervision; thorough knowledge of the principles and practices of criminal investigations; thorough knowledge of the principles and practices of internal investigations; thorough knowledge of all applicable laws and regulations; thorough knowledge of the principles and practices of supervision; good knowledge of the geography of Niagara County; good knowledge of the operation of the radio and other equipment assigned to the department; ability to communicate ideas clearly; ability to prepare and administer complex verbal and written directions; ability to organize and conduct training and activities; ability to maintain records and prepare reports; willingness to accept responsibility and make decisions; sound professional judgment; initiative; tact; physical condition commensurate to the demands of the position.

**MINIMUM QUALIFICATIONS:**

Completion of sixty (60) credit hours from a regionally accredited college or university **AND** ten (10) years of full-time work experience in a law enforcement facility, two (2) years of which must have been in a full-time supervisory or investigative capacity.

**SPECIAL REQUIREMENT:**

1. Possession of a valid NYS Drivers License at time of appointment and for the duration of employment.
2. Successful completion of a background investigation to work at the Sheriff's Office.