

**DEPARTMENT:** NIAGARA COUNTY SHERIFF  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** APRIL 30, 2018

**DEPUTY SHERIFF LIEUTENANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assigning, inspecting and scheduling the work of Deputy Sheriffs on an assigned shift or within a unit. This is a first-line supervisory position. An incumbent supervises and assists deputies in coping with difficult law enforcement situations and organizes and coordinates the department's activities in responding to emergency situations. The work is performed under the general supervision of a higher-ranking officer. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Supervises the work and training activities of Deputy Sheriffs;
2. Assigns Deputies to specific areas of patrol or investigation;
3. Receives complaints from public concerning crimes and emergencies;
4. Patrols areas to enforce laws, investigate crimes and arrest violators;
5. Investigates illegal or suspicious activities of persons and quells disturbances;
6. Serves court orders and processes;
7. Coordinates the transfer of prisoners between various locations;
8. May be assigned to perform in specialized areas of investigation such as Juvenile, Narcotics, Vice, Warrants, Crime Scenes, Evidence Processing, etc.;
9. May be designated as representative of the department in addressing civic groups or in dealings with other agencies;
10. Prepares and reviews a variety of records and reports associated with law enforcement work;
11. May be assigned responsibility for supervision and maintenance of departmental equipment;
12. May serve Income and Property Executions, Eviction Notices, Summons and Complaints; make civil arrests; close businesses and conduct auctions on foreclosed properties; and for assist individuals seeking information regarding civil matters;
13. May be assigned responsibility for operation and maintenance of communications center.

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

Good knowledge of modern principles, practices and techniques of law enforcement; Good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other and applicable laws, regulations and ordinances; Good knowledge of the local geography; Good knowledge of the operation of radio equipment; Good knowledge of the principles and practices of supervision; Working knowledge of New York State Civil Law; Skill in the use of firearms; Skill in the use of special equipment including police radar and breathalyzers; Skill in the operation of a patrol car; Ability to apply first aid; Ability to deal firmly and courteously with the public; Ability to follow and communicate written and oral directions; Good powers of observation; Sound judgment; Tact; Physical condition commensurate with the demands of the position.

**PROMOTIONAL QUALIFICATIONS:**

Candidates must currently be employed at the Niagara County Sheriff's Office and have one of the following: one (1) year of full-time permanent competitive status as a Deputy Sheriff Criminal Investigator or five (5) years of full time permanent competitive status as a Deputy Sheriff or Police Officer, one (1) year of which must have been with the Niagara County Sheriff's Office immediately preceding the date of written examination.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State Driver's License throughout the duration of employment.
2. Must satisfactorily complete all training requirements and qualify with firearms as required by the department throughout employment.