



CHIEF DEPUTY

General Statement of Duties

Performs difficult, advanced protective services and administrative work supervising divisions, enforcing laws, conducting internal investigations, training employees, overseeing records preparation and maintenance.

Distinguishing Features of the Class

An employee in this class directs and supervises assigned divisions, operational activities, and administrative functions to include preparation of the budget, strategic planning, human resources, training, etc. for the Department. Work includes assuming operational duties of the Department in the absence of the Sheriff. Employee coaches and develops subordinate supervisors and provides technical advice as needed to departmental supervisory and non-supervisory personnel. The employee must exercise considerable independent judgment and initiative in applying modern law enforcement principles under which the Department operates. Work is performed under the general supervision of the Sheriff and evaluated through, periodic conferences, observation, periodic discussions and review of reports.

Duties and Responsibilities

Essential Duties and Tasks

- Supervises the daily operations of the Sheriff's Office; oversees uniform patrol, investigations, training, administration, civil process, courtroom and special operations; performs community relations with citizens, victims, business owners, defendants, attorneys, elected and government officials; receives and responds to inquiries and complaints from the public; serves as mediator to solve problems in a non-legal environment; speaks to groups and other parties; investigates and resolves complaints filed against employees in the Department.
- Researches, prepares and applies for grants for personnel and equipment; manages awarded grants.
- Testifies in court for law enforcement actions taken.
- Serves as the Public Information Officer for the Department as directed by the Sheriff.
- Maintains computer information network for Department (e.g. NC Linx, CJ Leads Intelligence and Criminal Justice Information Sharing Systems).
- Assists in the recruitment and selection of personnel; develops staff schedules; assigns, directs, trains and inspects the work of assigned personnel; disciplines, rewards, coaches and counsels staff; recommends transfer, promotion, suspension, termination, and demotion; assists with evaluating staff performance.

- Maintains evidence room and ensures chain of custody is maintained; ensures evidence is maintained and disposed of in an appropriate manner.
- Assists in the preparation and administration of the budget; reviews and approves the purchase of equipment and supplies; purchases, maintains and manages Department vehicles.
- Assists in the development of the Department's goals, objectives and priorities.
- Prepares a variety of correspondence and reports; ensures that all divisions are in compliance with Department reporting procedures.
- Assists in the development and implementation of Department policies and procedures; analyzes Department policies and procedures and recommends changes.
- Ensures Department's compliance with established local, state and federal mandated certification standards.
- Attends meetings and functions as necessary; makes presentations as necessary.
- Prepares periodic reports of crime, patrol and accident activity to summarize divisional activity and for the analysis of trends.

Additional Job Duties

- Serves as Acting Sheriff in his/her absence.
- Performs the duties of Deputy Sheriff as needed.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Considerable knowledge of local laws and ordinances.
- Considerable knowledge of the security, rules, regulations and procedures of the Department.
- Considerable knowledge of the principles and practices of law enforcement.
- Considerable knowledge of the North Carolina General Statutes.
- Considerable knowledge of state laws, manuals, policies, procedures, that are applicable to the job functions.
- Considerable knowledge required to prepare a variety of applications, correspondence and complex reports.
- Considerable knowledge required in the use of a variety of types of equipment.
- Considerable knowledge required to operate a variety of hardware and software.
- Skill in the use of firearms, chemical agents, weapons of defense and the operation of a motor vehicle.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to compute rates, ratios and percentages.

- Ability to interpret statistical reports.
- Ability to enforce the law firmly and fairly.
- Ability to communicate effectively in both oral and written forms.
- Ability to carry out oral and written instructions accurately.
- Ability to be flexible in a changing environment.
- Ability to plan and supervise the activities of subordinate employees.
- Ability to prepare records and reports.
- Ability to deal courteously, firmly and tactfully with the public.
- Ability to interview victims and witnesses.
- Ability to interrogate suspects.
- Ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Possession of physical agility and endurance.
- Ability to establish and maintain effective working relationships with associates, law enforcement agency officials and the general public.

Physical Requirements

- Work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion in excess of 100 pounds of force.
- Work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires walking and repetitive motions and occasionally requires standing, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work frequently requires exposure to outdoor weather conditions , extreme cold, extreme heat and occasionally requires working near moving mechanical parts, working with explosives, exposure to vibration, fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to blood-borne pathogens and may be required to wear specialized personal protective equipment.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Desirable Education and Experience

Graduation from high school and extensive, progressive law enforcement, administrative and managerial experience; or an equivalent combination of education and experience.

Special Requirements

Possession of a North Carolina driver's license upon hire.

Possession of Basic Law Enforcement Certification (BLET) upon hire.

Complete specified Ethics, Motivation and Risk Training within one year of employment.

Attend Annual N.C. Sheriffs Association Training Conference.

Complete annual mandated In-Service Training.

Complete any other training as specified by the Sheriff required for divisional assignments.

Carteret County
2014

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.