



## **DEPUTY SHERIFF -MAJOR**

### General Statement of Duties

Performs complex, protective service and administrative work commanding the activities of an assigned bureau, ensuring compliance with rules, regulations and policies.

### Distinguishing Features of the Class

An employee in this class is responsible for planning, organizing, and directing the work of the Investigations Division of the Department. Work involves scheduling, training, coaching and evaluating staff; reviewing reports and procurement and coordination of maintenance of division equipment. Supervises all criminal investigation activities within the County; leads all multi-agency investigations; interviews victims, witnesses and suspects; processes crime scenes; makes arrests and testifies in court. Work requires tact, firmness and decisiveness. Work is performed in accordance with departmental policy, state and federal law, supplemented with guidance from the Sheriff, and under the general supervision of the Chief Deputy and evaluated through periodic conferences, observation, periodic discussions and review of reports.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Plans, organizes, and oversees the Investigations Division of the Department; participates in major case management; participates in investigations in assigned cases; coordinates departmental activities with other law enforcement agencies.
- Investigates cases of criminal violations, including homicide, robbery, burglary, narcotics, auto theft and other crimes.
- Coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations and provides technical expertise.
- Works outside normal working hours in on-call and emergency situations.
- Oversees all undercover operations; conducts surveillance; operates covert systems used during operations.
- Assigns cases to Department personnel; reviews the progress of cases and follows up on reports; ensures all directives from Sheriff are followed out by investigations.
- Assists in the recruitment and selection of department personnel; assigns, directs, inspects and evaluates the work of assigned staff; recommends transfer, promotion, and terminations; evaluates performance of personnel and rewards as

- necessary; coaches, trains, counsels, disciplines; develops and approves staff schedules; approves and signs timesheets for reports and payroll.
- Evaluates cases, determines investigative needs and assigns cases.
  - Manages and oversees the procurement of supplies; reviews and approves all purchase requests.
  - Oversees the collection of evidence; maintains supply of evidence collection supplies.
  - Prepares and maintains detailed reports, records and files.
  - Maintains liaison with intelligence divisions of other agencies and works jointly on mutual problems.
  - Supervises and reviews all search warrants; receives briefings on operational plans and threat matrices.
  - Receives, investigates and responds to complaints on Department personnel; receives and responds to inquiries and complaints regarding criminal activity, departmental policies and procedures, etc.
  - Assists in the development and administration of the Department budget.
  - Reviews the daily assignment log and reports; composes, reviews and updates general orders for investigations; maintains statistical data of division.
  - Coordinates meetings and communicates with public groups and officials on how to combat drugs and gang violence.
  - Arrests offenders; testifies in court.
  - Prepares media releases and speaks to the media as needed.
  - Reviews and coordinates special requests for service when citizens are out of town, or perceive special danger or circumstances; insures follow-through.
  - Assists the Sheriff in performing special projects.

#### Additional Job Duties

- Performs related duties as required.

#### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

- Considerable knowledge of approved principles, practices and procedures of law enforcement work.
- Considerable knowledge to operate a variety of equipment related to the job functions.
- Thorough knowledge to operate a variety of information technology hardware and software related to the job functions.
- Thorough knowledge of the rules and regulations of the Sheriff's Office.
- Thorough knowledge of applicable federal and state laws and local ordinances.
- Thorough knowledge of the geography of the County and the location of important buildings.

- Thorough knowledge of preparing complex, detailed reports and other correspondence.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to compute rates, ratios and percentages.
- Ability to understand and apply governmental accounting practices in maintenance of financial records.
- Ability to employ specialized interviewing and interrogation techniques.
- Ability to command the respect of officers and to plan, assign and supervise their work.
- Ability to analyze complex law enforcement problems and to adopt quick and effective reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to act with sound judgment in routine and emergency situations.
- Skill in the use of firearms, chemical agents, weapons of defense and the operation of a motor vehicle.
- 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 and occasional exertion of up to 100 pounds of force.
- Work regularly requires sitting and speaking or hearing, frequently requires standing, walking, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, 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, operating motor vehicles or equipment and observing general surroundings and activities.
- Work regularly requires exposure to outdoor weather conditions, exposure to toxic or caustic chemicals, exposure to blood-borne pathogens and bodily fluids 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 law enforcement and supervisory experience; or an equivalent combination of education and experience.

Special Requirements

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

Completion of Basic Law Enforcement Training (BLET) upon hire.

Complete annual mandated In-Service Training.

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

Carteret County  
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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.