



SHERIFF

General Statement of Duties

Performs complex, advanced protective services and professional work planning, directing, supervising and managing department operations, law enforcement, investigative and detention activities, coordinating work with the County Manager, department directors, County courts and other law enforcement agencies.

Distinguishing Features of the Class

An employee in this class plans, organizes, and directs the law enforcement program of the County as described by the General Statutes. Work involves responsibility for the protection of life and property through a varied program of enforcement, detection and prevention of crime and accidents and planning and directing emergency response activities. Work also involves a full managerial role including the establishment of policies, evaluation and adherence to prescribed standards, planning for and implementing special enforcement activities, preparing special local, state and federal reports, analyzing crime and accident trends, cooperating with other law enforcement agencies and Department budget preparation and monitoring and supervision of all Department personnel. Work is performed in accordance with state and federal law. The employee in this position is elected by the citizens of the County and is answerable only to them for work performed; however, the operating budget is under the purview of the County Manager and Board of County Commissioners.

Duties and Responsibilities

Essential Duties and Tasks

- Plans, organizes, directs and evaluates all operations of the Department.
- Directs and oversees the transportation of all assigned persons for court, local, regional and interstate transit.
- Provides advice and counsel to the Board of County Commissioners, County Manager and courts on matters pertaining to the Department.
- Coordinates activities with other law enforcement agencies.
- Develops and presents the annual budget proposal; monitors and controls budgeted expenses; researches, submits, and monitors grant funding.
- Formulates and implements departmental goals and vision, policies, procedures, rules, regulations and programs.
- Prepares and reviews administrative and operational reports.
- Recruits and selects Department personnel; assigns, directs, trains and inspects the work of staff; coaches, counsels, rewards, transfers, promotes, disciplines,

- suspends, demotes, terminates and evaluates the performance of Department personnel; develops staff schedules.
- Supervises maintenance of all records and materials associated with Sheriff's Department law enforcement activities and administration.
 - Meets with the news media for interviews; makes periodic public addresses; makes public appearances as the Sheriff representing the County and Sheriff's Department.
 - Attends meetings and serves on committees, boards and agencies related to promoting crime prevention and improving law enforcement.
 - Investigates and resolves complaints from community members, citizens and employees.
 - Performs the duties of Deputy Sheriff; patrols the community; investigates criminal activity; testifies in court; produces criminal and civil documentation.
 - Provides security to County courts.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, skill and abilities

- Considerable knowledge of laws, rules and court decisions relating to the administration of criminal justice and law enforcement.
- Considerable knowledge of scientific methods of crime detection, criminal identification and radio communication.
- Considerable knowledge of County ordinances and N.C. Statutes related to the Office of Sheriff.
- Considerable knowledge to prepare and understand a variety of correspondence, documents and complex reports.
- Considerable knowledge to operate equipment associated with job functions.
- Considerable knowledge to operate standard office equipment and software, and related equipment required in the job functions.
- Thorough knowledge of the geography of the County.
- Ability to make presentations to various groups.
- Ability to demonstrate empathy and compassion towards people.
- Ability to think critically and devise solutions to complex issues and problems.
- Ability to evaluate the effectiveness of the law enforcement and detention operations and to institute improvements.
- Ability to prepare and review reports.
- Resourcefulness and sound judgment in emergencies.
- Ability to establish and maintain effective working relationships with County and elected officials, outside law enforcement agencies and officials, associates and the general public.

Physical Requirements

- Work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force.
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing and walking and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and pushing or pulling.
- 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 machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions 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

High school diploma and extensive law enforcement and supervisory experience; or an equivalent combination of education and experience.

Special Requirement

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

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.

