



## **Chief Deputy Sheriff (2500)**

**FLSA Status:** Exempt

**Pay Grade:** 27

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to provide assistance to the Sheriff in directing activities of the Bulloch County Sheriff's Office. Duties include planning, directing and overseeing the operations and staff of the Sheriff's Office.

### **Typical Duties**

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; determines training needs personnel; conducts employee performance evaluations; and establishes and promotes employee morale.

Oversees recruiting, hiring and in-processing of prospective employees: reviews job applications; schedules interviews for prospective job applicants; contacts references; makes recommendations on final decision for employment; contacts applicants with final hiring decision; and coordinates the orientation and training of new hires.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensures adherence to established safety procedures; informs personnel of changes in laws, rules, policies, and procedures; initiates any actions necessary to correct deviations or violations; and recommends or administers discipline for violations of rules/regulations.

Performs administrative functions: assists in developing and implementing short and long-term goals and objectives for the department; assists in developing and implementing policies and procedures; evaluates and makes recommendations on policies, procedures, vehicles, equipment, manpower, and budgetary issues; oversees purchase and use of Sheriff's Office property and equipment; ensures completion of all necessary reports; and maintains attendance and personnel records.

Serves as liaison for County Attorney or other legal representative for matters involving ongoing civil actions or other matters which may eventually lead to litigation of some sort.

Supervises special operations: oversees and participates in internal investigations, special assignments, background investigations, etc.

Testifies in court as needed.

Assists Sheriff in preparation of annual budget for the Sheriff's Office: prepares annual budget recommendations and assists with budget preparation; submits requests and approves or disapproves specific expenditures; and monitors expenditures for compliance with approved budget.

Cooperates with local, state, and federal law enforcement agencies and its officers or representatives when activities are related to investigations within County jurisdiction.

Assumes the duties of the Sheriff in his/her absence.

Performs other related duties as required.

### **Minimum Qualifications**

Bachelor's Degree in Law Enforcement, Criminal Justice or related field required; supplemented by seven years of progressively responsible experience in law enforcement, to include lead and supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license. Must possess and maintain Georgia Peace Officer Standards & Training (POST) Certification.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

## **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Response to law enforcement and emergency incidents may require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions. Response to law enforcement and emergency incidents may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal bites, human attacks/bites, explosives, firearms, water hazards, violence, or rude/irate individuals.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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