Undersherriff  
Tompkins County

**Department:** Sheriff's Office  
**Classification:** Exempt per NYS CSC 10/22/1996  
**Labor Grade:** 89  
**Approved:** Was created Flaherty as per the County's original classification study 02/07/1961. Created per Board action.  
**Revised:** 11/90; 1/91; 10/96; 7/98; 10/03; 12/14; 4/15; 10/16  
**By:** HH, Commissioner of Personnel

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a associate’s degree in Criminal Justice AND ten (10) years full-time paid experience as a sworn police officer, which must have included seven(7) years of investigator responsibilities; PLUS at least five (5) years of supervisory experience which must have included instructing subordinates in all pertinent phases of law enforcement procedures, participation on a collective bargaining negotiations team, and responsibility for developing a capital and operating budget of not less than $8.9 M.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State Class *D* Operator's license at time of appointment and maintain such license for the duration of employment.

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for directing, coordinating and supervising the civil, criminal, correction and administrative operations of the Sheriff's Department. The Undersheriff has direct involvement in overseeing the various functions of the department and providing professional law enforcement decisions to situations as they arise. Work is performed under general supervision with considerable leeway allowed for the use of independent judgement in planning the details of the work and resolving problems in emergency situations. Supervision is exercised over subordinate law enforcement, corrections, and clerical personnel. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Executes all department policy, rules and regulations and assumes responsibilities in the Sheriff's absence;  
- Reviews existing programs with the department to determine their effectiveness and currency and makes recommendations for improvements;  
- Directs the administrative operations in the department including personnel, recruiting, staffing and scheduling;  
- Prepares preliminary budget recommendations;  
- Oversees and directs criminal investigations, serious incidents and internal investigations;  
- Coordinates activities with other local, state and federal police agencies to ensure efficient operations of the Sheriff's department;  
- Provides specialized training for department employees;  
- Keeps a variety of records and prepares reports as required.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Comprehensive knowledge of the rules, regulations and requirements of the Correction Law governing the treatment of inmates, safety and security of the facility and department employees;  
- Comprehensive knowledge of modern principles and practices of police and criminal investigative techniques;  
- Thorough knowledge of the New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and to local laws, ordinance and regulations pertaining to police activities;  
- Thorough knowledge of the problems of correction facility inmate supervision;  
- Thorough knowledge of the principles, practices and methods utilized in police investigative activities;  
- Thorough knowledge of the use of weapons and their capabilities;  
- Thorough knowledge of the budget process as it relates to support personnel and equipment needs for a security
• facility and road patrol program;
• Thorough knowledge of what constitutes evidence and how to safeguard and process it;
• Thorough knowledge of legal terminology encountered in police work;
• Good powers of observation;
• Ability to plan and supervise the work of others engaged in corrections and police work;
• Ability to read, understand and interpret written material;
• Ability to deal courteously yet firmly with the public;
• Ability to operate a police patrol car, radio and radar equipment;
• Skill in the use of firearms;
• Physical condition commensurate with the demands of the position

Originally created 02/07/1961 in the Flaherty class. Converted to Exempt class 10/22/1996.

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