



CLASS SPECIFICATION

Class Code: 17025
Date Est: 6/2011
Last Rev:
Last Title Chg:
FLSA: Exempt
Probation: 12 months

UNDERSHERIFF

DEFINITION

Incumbent is second in command of the department, acting in the capacity of Chief Administrator and Executive Officer to the Sheriff while guiding and overseeing strategic operations of the department. Plans, organizes, coordinates, directs, and supervises all Divisions of the Sheriff's Office; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

The appointing authority may determine the training and experience guidelines as requirements.

A Bachelor's degree from an accredited college or university with a major in Police Science, Criminal Justice, Business or Public Administration or a related field and five years of full-time progressively responsible law enforcement experience in an agency having general public law enforcement powers, including three years equivalent to the rank of Captain or above; OR An Associate's degree from an accredited college or university with a major in Police Science or a related field and seven years of full-time progressively responsible law enforcement experience in an agency having general public law enforcement powers, including five years equivalent to the rank of Captain or above; OR ten years of full-time progressively responsible law enforcement experience in an agency having general public law enforcement powers, including seven years equivalent to the rank of Sergeant or above;

OR

An equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Possession of a Nevada Management POST Certificate is required at the time of application.

DISTINGUISHING CHARACTERISTICS

The position is appointed by the Sheriff from the rank of Captain or above and is not subject to the competitive requirements of the Merit Rules of Washoe County.

SUPERVISION EXERCISED

Receives direction from the Sheriff; exercises direct supervision over Assistant Sheriffs, Finance, Office of Professional Integrity and Public Information. (Community Relations)

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, assign, supervise, and direct the operations of the Bureaus in the Sheriff's Department, including oversight and participation in criminal and administrative investigations, detention and patrol activities and/or the preparation of both criminal and civil cases for submission to the District Attorney or the courts

Recommend proposed laws and ordinances to appropriate authorities

Evaluate Division performance, reviewing work methods and procedures, and developing and implementing changes in work processes and/or equipment used to improve efficiency

Supervise staff including training, work assignment and review, employee discipline, and performance evaluation, conducting internal investigations as necessary

Oversee the development and preparation of reports and records

Plan and assist the Sheriff in developing the overall Department budget; monitor the status of designated funding and expenditures during the fiscal year, ensuring proper maintenance of fiscal controls and reviewing/approving purchase orders and recommending purchase, repair, or replacement of equipment

Directly supervises assistant sheriffs, legal counsel, finance and public information; coordinates their work; identifies training needs; assist the Sheriff with recruitment, selection, and training of new employees

Participate in the development of strategic plans; approve and oversee the implementation of goals, objectives, policies, and procedures

Oversees an effective and corrective disciplinary system

May serve as a team leader for complex, multi-year projects

Reviews current and projected trends of crime; evaluates effectiveness of crime prevention and law-enforcement activities

Works with legal advisors to ensure operations are legal and ethical

Serves as liaison with heads of other law-enforcement agencies, other jurisdictions, business, and labor; represents the Sheriff at private and government functions

Makes presentations to police and citizen groups; meets with the media to report and comment on significant issues affecting the department

Consults with employee representatives; serve as Sheriff's management representative during labor negotiations

Chairs committees and boards as directed by the Sheriff

Acts as Sheriff when the Sheriff is unavailable

Exemplifies the leadership, values and competencies identified for Executive Staff of the Washoe County Sheriff's Office

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and records development and maintenance

Principles, practices, and procedures of law enforcement administration, including budget development, fiscal management and fiscal controls

Principles of leadership management, supervision, training, and work evaluation

Laws applicable to the apprehension, retention, and treatment of juveniles

Washoe County Sheriff's Office policies and procedures

Countywide personnel policies

Computer software specific to the department/division

Organization, functions, procedures, powers, jurisdiction, and responsibilities of the Sheriff's Department

Organization and functions of city, county, state, and federal law enforcement and law enforcement regulatory and licensing agencies

The general geography and topography of Washoe County

Leadership styles

Management planning and control

Supervisory principles and practices

Legal terminology

Current trends and practices in law enforcement

Current trends and practices in employment laws, including EEO, CRA, ADA, FMLA, FLSA

Commissioned and Civilian labor agreements

Modern office procedures and methods

Local law enforcement and criminal justice systems; and Federal, state, and local laws and regulations on law enforcement

Ability to:

Plan, organize, direct, manage, supervise, and evaluate the work of subordinates

Evaluate work priorities and processes to determine their effectiveness and efficiency

Prepare and review reports, manuals, and guides

Interpret, explain, apply, and enforce a variety of laws, regulations, policies, and procedures

Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies

Skillfully and safely use firearms

Communicate effectively, both orally and in writing

Effectively represent the Sheriff's Office in contacts with the public and other law enforcement agencies, including making effective public presentations

Maintain effective working relationships with division staff and representatives of other departments

Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations

Plan, coordinate, and direct a Division of the Sheriff's Office to accomplish established goals and objectives and optimize efficiency

Implement work methods and procedures that promote a safe, harassment and hostile free working environment for and ensure proper staff training in work safety

Assist with planning, organizing, and coordinating the functions and activities of the Sheriff's Office

Lead by example and motivate others

Build cooperative relations with other government entities and law enforcement agencies

Exercise tact, compassion, and self-restraint, as well as establish rapport, in dealing with a variety of people in stressful and non-stressful situations

Use appropriate leadership styles to build teams and guide others to accomplish tasks

Maintain confidentiality and ensure the same from subordinates

Interpret legal documents

Research and analyze a variety of information to recommend programmatic changes; prepare clear and concise reports

Interpret and explain department policies and procedures

Participate in the development and administration of department budget

Exemplify the leadership competencies identified for Executive Staff

Maintain physical and mental conditions necessary for the performance of assigned duties

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit, stand, walk, run, kneel, push, pull, bend, crouch, stoop, squat, crawl, twist, climb, drive, lift, use tools requiring dexterity, distinguish between colors

Ability to tolerate exposure to cold, heat, noise, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, dust, dirt, grease, infectious disease and other environmental conditions in the performance of duties assigned

Must be willing to use protective devices (e.g., bullet-resistant vests, masks, goggles, gloves, etc.) in the course of performing duties and responsibilities

NOTE: Failure to conform to the following standards will result in termination:

- 1) Must successfully complete on-the-job training
- 2) Must maintain POST-mandated continuing education

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.