



JOB DESCRIPTION

JOB TITLE:	Chief Deputy	FLSA:	Exempt
DEPARTMENT:	Sheriff	GRADE:	D2
REPORTS TO:	Sheriff	STATUS:	At-Will

SUMMARY OF JOB PURPOSE:

Under general direction of the Sheriff, serves as principal assistant to the Sheriff in the management, supervision, and coordination of all programs and activities of the Sheriff's office.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plans, organizes, administers, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; ensures proper staff training and professional development; administers discipline and other corrective action.
- Monitors work flow and operations; reviews; evaluates and recommends changes in regard to work product, methods, and procedures.
- Participates in the development and implementation of goals, objectives, policies, procedures and work standards for the department; identifies resource needs.
- Manages, reviews, and resolves difficult and sensitive citizen inquires and complaints; implements disciplinary and termination procedures; manages all grievances.
- Generates, reviews, and ensures timely completion of all manner of reports and documentation in connection with the operation of a law enforcement agency.
- Oversee or participates in critical incidents, tactical situations, and criminal and administrative investigations; serves as a liaison to the media and others.
- Participates in the development and administration of department budgets; forecasts future needs; directs the monitoring and approval of expenses; recommends adjustments as necessary.
- Assists and interacts with other Sheriff Office staff, county departments, outside organizations and businesses, and federal, state and local law enforcement organizations in order to accomplish tasks.
- Ensures compliance with legal requirements and best practices in all areas of law enforcement, including personnel management, patrol operations, detention operations, and investigations.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



CHIEF DEPUTY

ESSENTIAL FUNCTIONS: (continued)

- Negotiates and administers contracts with vendors and others.
- Performs the duties of a deputy sheriff as needed, and assists deputies in the course of their duties.
- Operates a motor vehicle in a safe and effective manner.
- Contributes to the efficiency and effectiveness of the agency's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma/GED; AND ten (10) years of law enforcement experience; three (3) years supervisory experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Relationship building with staff, management, other agencies and the general public.
- Principles and practices of employee supervision including conflict/dispute resolution.
- Principles and techniques of public relations and customer services.
- County, state, and federal laws, statutes, ordinances and court decisions related to law enforcement activities.
- Labor agreements and contracts.
- Principles and practices of effective interview and interrogation.
- Weaponry and associated safety practices.
- Safety and security policies and procedures.
- First aid and basic CPR methods.
- County geography.
- Computers utilizing standard and specialized software applications.
- Standard office practices and procedures, including filing and the operation of standard office equipment.

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CHIEF DEPUTY

Knowledge of (continued):

- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, standards, and procedures.
- Interpreting, applying and explaining state and local laws, regulations and policies.
- Directing the maintenance of accurate records of work performed and actions taken.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Coping with adverse situations firmly, courteously and with respect for individual rights.
- Interpersonal skills for building effective relationships with employees, all levels of management and others.
- Crime scene preservation and collection of evidence.
- Operate vehicle safely and effectively in normal and emergency situations.
- Safe and effective use of firearms, impact weapons and chemical agents.
- Determining and executing proper course of action under emergency conditions.
- Using initiative and independent judgment within established policy guidelines.
- Communicating effectively in oral and written forms.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Nevada Class C Driver's License
- Advanced POST Certification

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CHIEF DEPUTY

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; occasionally lift and carry up to 75 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another; dexterity to write and to effectively use weaponry.

EMPLOYMENT STATUS:

This is an at-will position. Either the employee or Lyon County may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law. This job description does not constitute a contract of employment.

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