

# Uintah County

## Job Description



<b>Title:</b>	Chief Deputy Sheriff	<b>Code:</b>	129
<b>Division:</b>	Administration	<b>Effective Date:</b>	3/07
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	3/07
<b>FLSA Cat:</b>	Exempt	<b>Pay Grade:</b>	40

### GENERAL PURPOSE

Performs a wide range of **managerial, administrative, supervisory and professional law enforcement duties** related to planning, directing and coordinating department activities and law enforcement functions to meet the goals and mission of the Sheriff's Office. Assumes responsibility of departmental operations in the absence of the County Sheriff.

### SUPERVISION RECEIVED

Works under broad policy and guidance of the County Sheriff.

### SUPERVISION EXERCISED

Provides general supervision of Sheriff's Office personnel through Lieutenants and Sergeants.

### ESSENTIAL FUNCTIONS

Acts as an executive administrator under the direction of the county sheriff; participates in setting and carrying out the vision, mission and objectives for the county's law enforcement and corrections operations; provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, training, and day-to-day management practices that support the mission, objective and service expectations; provides leadership and participates in programs that promote workplace diversity and a positive employee relations environment; promotes process and service improvement.

Directs and coordinates the day-to-day operational activities of the department through subordinate supervisors and officers; conducts planning and scheduling meetings with shift supervisors; establishes priorities and makes operational decisions according to standard operating procedures; assists to establish and enforce department policies and procedures.

Plans, directs and evaluates the performance of staff and their assigned subordinates; communicates performance requirements and development targets; regularly monitors performance and provides coaching for performance improvement and development; participates in various personnel actions such as recruitment, selection, promotion, transfer and discipline in order to maintain an effective and efficient work force; participates in selection interviews and coordinates activities with the Sheriff's Merit Commission.

Assists Sheriff in department budget preparation, forecasting project costs, determining project priorities and needs; authorizes requests for purchases when appropriate; maintains records of vehicle maintenance, fuel purchases and supplies on hand.

Coordinates training programs, schools and workshops; monitors POST training accumulated by deputies is sufficient to maintain certification.

Provides and maintains continual liaison with outside agencies and members of the public to address mutual needs and problems and maintains a cooperative relationship; this may included meeting with groups or individuals to provide feedback to the Sheriff and the department concerning services levels or complaints.

May respond to more serious crime scenes and supervise or coordinate unusual circumstances; may back up or respond to complaints, make arrests, and perform all other law enforcement duties statutorily imposed on the Sheriff's Office by use of observational and investigative skills; assists in jail or dispatch as needed.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school and (P.O.S.T.) Academy, plus two (2) years of specialized training provided through college, technical school or professional organizations;  
AND
- B. Eight (8) years paid professional employment as a patrol officer in a sheriff's department or police department, four (4) years of which must have been in a supervisory capacity.  
OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Thorough knowledge of** law enforcement; principles, methods and techniques of effective supervision and teamwork; budgetary practices and purchasing methods and procedures; considerable knowledge of county geography, road systems, and boundaries; considerable knowledge of standard first-aid administration; some knowledge of interpersonal communication skills; considerable knowledge of English, grammar and technical writing skills.

**Considerable skill in** the operation of motor vehicles at high speed and in dangerous situations; considerable skill in the use of firearms, and related equipment.

**Ability to** apply modern law enforcement principles, procedures, techniques, and equipment in various law enforcement situations; learn and interpret the code related to law enforcement and the elements of crime; demonstrate knowledge of how to react in emergency situations; define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies; communicate effectively, verbally and in writing; develop effective working relationships with the public and fellow employees.

3. Special Qualifications:

- Must possess a valid Utah State Drivers License.
- Must be P.O.S.T. certified as a category I peace officer.
- Must maintain 40 hours of annual training to maintain POST certification.
- May be required to complete POST supervisory training.

4. Work Environment:

Functions of the position generally performed in a controlled environment; frequent travel, irregular hours due to emergency situations; many functions of the work pose high degree of hazard uncertainty. Physical readiness and conditioning may be a condition of job retention. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills. Periodic exposure to the presence of blood borne or airborne pathogens.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)