

## **DEPUTY SHERIFF SERGEANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assigning, inspecting and scheduling the work of Deputy Sheriffs on an assigned shift or within a unit. The work is performed under the general supervision of a higher ranking officer. An incumbent supervises and assists deputies in coping with difficult law enforcement situations and organizes and coordinates the department's activities in responding to emergency situations. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises the activities of deputy sheriffs;  
Assigns deputies to specific areas of patrol or investigation;  
Receives complaints from public concerning crimes and emergencies;  
Patrols areas to enforce laws, investigate crimes and arrest violators;  
Investigates illegal or suspicious activities of persons and quells disturbances;  
Serves court orders and processes;  
Coordinates the transfer of prisoners between various locations;  
May be designated as representative of the department in addressing civic groups or in dealings with other agencies;  
Prepares and reviews a variety of records and reports associated with law enforcement work;  
May be assigned responsibility for supervision and maintenance of departmental equipment.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern principles, practices and techniques of law enforcement;  
Good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances;  
Good knowledge of the local geography;  
Good knowledge of the operation of radio equipment;  
Good knowledge of the principles and practices of supervision;  
Skill in the use of firearms;  
Skill in the use of special equipment including police radar and breathalyzers;  
Skill in the operation of a patrol car;  
Ability to apply first aid;  
Ability to deal firmly yet courteously with the public;  
Ability to follow and communicate written and oral directions;  
Good powers of observation;  
Sound judgment;  
Tact;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Three years of experience as a Deputy Sheriff.

SPECIAL REQUIREMENT: Possession of a New York State driver's license.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.