



## JOB DESCRIPTION

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**JOB TITLE: Undersheriff**

**JOB CODE: 3410**

**DEPARTMENT: Sheriff's Administration**

**FLSA STATUS: Exempt**

**REPORTS TO: County Sheriff**

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### SUMMARY OF JOB PURPOSE

Under administrative direction, performs work of directing and coordinating the activities of the Sheriff's Office in accordance with the authority delegated by the Sheriff. The Undersheriff administers the operations of the Sheriff's Office, which requires the application of advanced knowledge and skills to the analysis of law enforcement problems, corrections problems and the administration of the Sheriff's work force.

### ESSENTIAL FUNCTIONS

1. Assists the County Sheriff in planning and coordinating the activities of the various divisions of the Sheriff's Department; keeps the County Sheriff adequately informed of law enforcement performance, and proposes changes to improve the delivery of departmental services.
2. Supervises the activities performed in the patrol, investigation and detention divisions; periodically inspects and appraises the work of Deputy Sheriffs during their tours of duty; schedules work assignments and deployment of staff in the patrol, investigation and detention divisions, and transmits orders to subordinate officers for execution; disciplines division members for violation of intradepartmental rules and regulations;.
3. Effectively manages department personnel by evaluating and analyzing department issues, and recommending and implementing solutions; participates in the interview process and training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements;.
4. Provides in-service training, and establishes goals and directives with the staff of the Sheriff's Department; collects and analyzes data on division activities.
5. Supervises investigations of narcotics traffic and auto theft, evaluates progress with investigators, and plans actions such as raids, surveillance, or arrests.
6. Develops departmental procedures to serve as guidelines for proper conduct of patrol, investigation and detention division activities, based on legal information and previous law enforcement experience.
7. Assists with budget preparation, and keeps expenditures within the limits set; requisitions equipment and services for division and assumes responsibility for receipt of items.
8. Writes reports concerning division activities and submits to County Sheriff; and addresses civic and educational groups on law enforcement subjects.

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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.



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9. Conducts training sessions in police training school and within division and assumes field command of division during emergency operations.
10. Assists and interacts with other Sheriff's personnel, County departments, outside organizations and businesses, and Federal, state and local law enforcement organizations in order to accomplish tasks; makes contact with the public, in person, or via telephone/e-mail to provide information or analyze, investigate, and/or resolve questions, concerns, or complaints; maintains the integrity, professionalism, attitudes, values and goals of the Sheriff's Office by assuring that all rules and regulations are followed, and demonstrates a positive working relationship with citizens.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Associates Degree in Criminal Justice, Police Studies, or other closely related field, plus seven (7) years of law enforcement experience, including at least two (2) years in a supervisory capacity, comparable to Sheriff's Captain; Bachelor's Degree in Criminal Justice Administration, Police Science, Public Administration, or other closely related field is preferred.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, employees, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry to every-day situations.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of Sheriff's department policies and procedures, rules of evidence, current law enforcement techniques and procedures, and criminal and traffic codes; strategy and tactics for management and deployment of personnel and equipment in tactical and emergency situations; principles and practices of law enforcement records management; county, state and Federal laws, regulations and ordinances; criminal justice and court systems, procedures and protocols in the State of Nevada; investigative and interrogative procedures, and protocols for observation and memorization of critical details; hazardous chemicals and materials, first aid and CPR; geography, roads, and landmarks of Douglas County.

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Ability to safely operate and maintain a variety of firearms, impact weapons, and chemical agents; define problems, collect data, analyze information, and make logical conclusions based on facts; independently investigate and secure crime scenes, and recognize evidence and causes of crime, death and accidents; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in effectively supervising, leading and delegating tasks and authority; analyzing complex law enforcement and security issues, and developing solutions; working as a team member with other law enforcement and multi-jurisdictional agencies; interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations; interacting with people of different social, economic, and ethnic backgrounds; communicating with violators and mediating difficult situations; operating motor vehicles and special equipment during emergency and high risk situations.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Management Nevada Peace Officer Standards and Training certification (POST), and Driver's License, with an acceptable driving record.

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORKING ENVIRONMENT**

Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures; subject to physical harm such as dangerous vehicles, gun shots, and physical attacks; may be exposed to hazardous chemicals, drugs, infectious and communicable diseases; required to physically restrain persons; subject to extended periods of intense concentration in review of crime scenes, investigations and preparing law enforcement reports; ability to work in uniform during weekdays, weekends, and holidays on any assigned shift.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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