

## STOREY COUNTY

### CLASS TITLE: Chief Deputy Sheriff

FLSA STATUS: Exempt

Created: 08-04-2009

Last Revised: 05-22-2012

Replaces: Assistant Sheriff  
& Undersheriff

**JOB SUMMARY:** As second in command, assists the Sheriff in planning, administering and coordinating the activities of the office. In the absence of the Sheriff, assumes command of the office.

**CLASS CHARACTERISTICS:** This is an at-will position that serves at the pleasure of the Sheriff.

**EXAMPLES OF DUTIES:** *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

- Establish operational goals and policies for the office.
- Plan, prepare and implement financial transactions.
- Supervise the general operation of the office, interpreting and implementing policies set forth by the Sheriff. Make authoritative recommendations concerning hiring, firing, promotion and disciplining of employees.
- Attend meetings of the Board of County Commissioners as the Sheriff's representative for budget requests and other official matters.
- Coordinate specifically delegated projects or office activities with other county, state, and law enforcement agencies.
- Coordinate the Sheriff's budget preparation and make presentations to the Board of County Commissioners in accordance with county policy and procedures.
- Assist Human Resource Director in all personnel matters relating to employees in the Sheriff's Office.
- Oversee grants, court actions and other administrative procedures.
- Act as Sheriff in his/her absence.

### QUALIFICATIONS FOR EMPLOYMENT:

#### *Knowledge of:*

- Knowledge of Sheriff's Office policies and procedures, rules of evidence, current law enforcement techniques and procedures, and criminal codes.
- Knowledge of law enforcement management principles, practices and methods, and current law enforcement trends.
- Knowledge of county, state and federal laws, regulations and ordinances.

#### *Ability to:*

- Ability to perform essential functions of subordinate class (i.e.; primary law enforcement functions: patrol, detention, investigation) as needed.
- Ability to use office equipment including computers, copiers, TV's, cameras, fax machines, radios and transmit/receive radio equipment, and telephones.
- Ability to travel to major crime scenes to advise and assist command officers and may be required to perform the functions of a command officer.

**SPECIAL REQUIREMENTS:** Must be 21 years of age and a U.S. citizen. Nevada Peace Officer Standards and Training (POST) Category I certification. Must maintain POST Category I certification throughout employment. Ability to pass a thorough background investigation; must be free from any felony convictions; any misdemeanor conviction involving moral turpitude; and from an excessive number of citations for traffic violations.

**REQUIRED CERTIFICATIONS AND LICENSES:**

- Must possess and maintain a valid Nevada driver's license.
- NV POST Management or Executive Certificate.

**EXPERIENCE AND TRAINING:** Any combination training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Ten years of responsible law enforcement experience including five years supervisory experience, and a bachelors degree in criminal justice administration, public administration or a related field or any equivalent combination.

**PHYSICAL AND MENTAL REQUIREMENTS:**

Strength, stamina, and endurance to adjust to changes in shift assignments or to work well beyond an eight-hour shift; strength and stamina to sit for prolonged periods of time in a patrol vehicle and to enter and exit the vehicle quickly and frequently; strength, stamina, coordination, and balance to stand and walk for long periods, to walk and run on uneven surfaces, bend, reach, and conduct inspections, climb ladders, fences, and other obstacles and to run in pursuit of other individuals; strength, stamina, and coordination to physically restrain uncooperative and violent individuals; strength and coordination to drive vehicles in high speed pursuit without endangering others; strength to move the weight of an inert or resisting human body, and to carry equipment and supplies that occasionally involve lifting or moving more than 100 pounds; stamina to be able to maintain physical exertion under stress. Ability to travel to major crime scenes to advise and assist command officers.

Ability to remain alert in a confined space for extended periods; vision to discern details in low light; hearing to identify tone signals and perceive conversation and activities through obstacles; coordination, vision, and

strength for the accurate use of firearms; coordination, vision, and dexterity for use of computer terminals; ability to deal emotionally with exposure to the consequences of acts of violence perpetrated against others. Requires substantial telephone, radio, and in-person contact that necessitate the ability to hear voice communication and communicate effectively.

**WORKING CONDITIONS:** Work is performed under the following conditions.

Generally works in office conditions however, duty hours for this class vary significantly due to the requirement for 24-hour availability. Travels throughout the County and State to attend meetings and represent the Sheriff's Office. Frequently, works alone in isolated areas and occasionally in confined spaces. Incumbents must be able to work outside in all types of weather conditions and move from indoor to outdoor environments. Incumbents are frequently subjected to the stress of dealing with detainees, persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons. May be personally subjected to the stress of exposure to dangerous persons and circumstances including dead, injured, and sick individuals and to individuals with communicable diseases. May potentially be exposed to hazardous conditions and circumstances Position is exposed to the noise of firearms discharge often in close proximity. Deals with a high stress environment under continually changing circumstances and conditions.

*In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*

**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.**