

Job Description: CHIEF DEPUTY SHERIFF

CLASS NO. 1802

EEOC CATEGORY: Officials and Administrators

PAY GROUP: 27

FLSA: Exempt

SUMMARY OF POSITION

Assists the Sheriff in planning, organizing, and directing all departmental activities, including managing the department in the Sheriff's absence.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Sheriff
2. Directs: Deputy Sheriff, Investigator (Sheriff), and Jail Captain
3. Other: Works closely with other departmental employees; federal, state, and local law enforcement agencies; other local officials; and the general public.

EXAMPLES OF WORK

Essential Duties*

Assists Sheriff in preparing budgets and records, and in directing departmental activities;

Manages the department in the Sheriff's absence;

Assists other law enforcement agencies in clearing cases;

Carries out special assignments;

Supervises and assists officers in major crime investigations;

Assists and coordinates searches on lost persons and wanted felons;

Hears and resolves complaints from the public about department operations or personnel;

Reviews departmental reports;

Serves warrants and civil papers as necessary;

Hears and resolves complaints from the public about department operations or personnel;

Maintains 24-hour availability for crime investigations and jail emergencies;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

8/2012

CLASS NO. 1802 (Continued)

Interviews and performs background checks on prospective employees;

Reviews and approves training schedules and schools for employees;

Inspects condition of departmental facilities and approves any required maintenance;

Reviews and maintains inventory of criminal evidence;

Chases and apprehends suspects;

Extradites out-of-state prisoners;

Transports prisoners and mental patients in and out of county; and

Testifies in court as necessary.

Other Important Duties*

May speak and give briefings to community groups; and

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: police administration; criminal and civil law; investigation and crime prevention methods; and identification records processes and procedures.

Skill/Ability to: train, supervise, motivate, and evaluate staff; establish and maintain effective working relationships with departmental employees, federal, state, and local law enforcement agencies, local officials, and the general public; demonstrate proficiency in both oral and written communication; safely use vehicles, firearms, and specialized equipment; operate a computer and/or typewriter to prepare records and reports; apply criminal investigative techniques; maintain accurate records; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

ACCEPTABLE TRAINING AND EXPERIENCE

Associate's degree (bachelor's degree preferred) in criminal justice, or a related field, plus at least 10 years of experience as a law enforcement officer, at least five years of which involved supervision;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Advanced Certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE); and appropriate Texas driver's license. Additional TCLEOSE certifications desirable.

This job description does not take into account potential reasonable accommodations.

8/2012