

LINN COUNTY CLASSIFICATION

TITLE: UNDERSHERIFF

NUMBER: 699

APPROVAL ORDER NUMBER: 2020-098

PAY RANGE: 40

DATE: APRIL 14, 2020

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs administrative, supervisory, and professional law enforcement duties in assisting the Sheriff with the management of the office. Serves as Sheriff in the Sheriff=s absence and represents the Sheriff on various occasions. Has direct supervision over Patrol, Corrections, Programs, Civil, Detective and Support Divisions. Coordinates major investigations and special operations particularly those of an inter-jurisdictional nature. Assists the Sheriff in making various personnel decisions and supervises the resolution of personnel problems and internal investigations.

SUPERVISION RECEIVED: Works under the general direction of the Sheriff who establishes policies, goals, objectives and guidelines for management of the office. Undersheriff exercises judgement in the method and procedures for performing duties and carrying out directions. Work is reviewed through results obtained.

SUPERVISION EXERCISED: Exercises direct supervision over Division Commanders and indirect supervision over all sworn and civilian personnel in the office. Has the authority to formulate and carry out management decisions and represents management interests by taking or effectively recommending discretionary actions that control or implement office policy. Employee in this classification has discretion in the performance of these management responsibilities beyond the routine discharge of duties. Acts as mediator or negotiator between the office and bargaining units. Assigns work, provides advice and counsel, interprets policies and regularly evaluates work for completeness. Assigns responsibilities, consults with and reviews the performance of Division Commanders on a regular basis. Reviews the performance of other subordinate staff as necessitated by special problems or to obtain a general overview of the office=s efficiency. When appropriate, conducts disciplinary and termination hearings.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assist in planning and direct operations of all divisions; supervise Division Commanders; provide liaison between the Sheriff and operating divisions; initiate general and special orders; review programs and recommend programs.
2. Provide liaison between the Sheriff=s Office and Local, State and Federal Law Enforcement Agencies in the investigation of crimes and conduct of other special operations.
3. Review work of subordinate staff for conformance to Sheriff=s policies and objectives and for legality and acceptable quality.
4. Meet regularly with Division Commanders to coordinate functions to review legal, administrative, operational and management issues. Provide direction for Division

5. Assist the Sheriff in formulating the annual budget, making presentations to the County Commissioners and in maintaining expenditures for adherence to budget fund objectives and limits.
6. Assist the Sheriff in making decisions regarding the selection of new employees and the promotion, transfer, demotion, discipline or dismissal of current employees. Supervise the resolution of personnel problems; receive complaints regarding personnel or services and supervise internal investigations.
7. Meet with various citizen and community groups and attempt to resolve questions or complaints regarding the delivery of law enforcement services; interpretation of laws and ordinances or office rules, regulations and operating procedures. Coordinate police service contracts with cities.
8. Represent the Sheriff on various official boards, committees and associations; serve as Sheriff in his absence and assume all responsibilities of the office.
9. Gather and prepare various statistical and research reports which are used to evaluate office efficiency and plan programs and activities.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the principles and methodology employed in modern police administration and criminal investigation. Thorough knowledge of the principles of modern corrections and the methodology of operating a corrections facility. Thorough knowledge of the Court system, standards, criminal and civil laws and functions. Thorough knowledge of management principles associated with budgeting, personnel management, employee supervision, human relations, program planning, implementation and evaluation as they relate to law enforcement organizations. Thorough knowledge of and ability to interpret applicable Federal, State and Local laws and ordinances. Thorough knowledge of the rules and regulations governing operation of the Sheriff=s Office.

Ability to instruct, supervise and provide effective leadership in coordinating subordinate staff in the proper conduct of law enforcement duties and responsibilities. Ability to use

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sound judgement in making decisions concerning difficult programs, personnel, legal and administrative problems. Ability to discern appropriate program and activity direction, develop and implement comprehensive programs and supervise performance of activities within established legal and office standards. Ability to adapt to and work within the varied political and social environments encountered. Ability to gather and effectively evaluate various statistical and research information. Ability to prepare comprehensive, clear and concise reports, proposals and directives. Ability to communicate effectively orally including public speaking. Ability to comprehend oral and written directives for the Sheriff and execute orders in accordance with established policies and procedures. Ability to develop and maintain effective working relationships with other law enforcement agencies, the Sheriff, office staff and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or possession of the equivalent GED Certificate. Eight years experience in law enforcement including at least four years of supervisory experience and two years of experience affording exposure to general law enforcement management. At least three year's experience in a County Sheriff=s Office. Successful completion of at least 90-credit hours of college level coursework or graduation from a two-year college or four-year university. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior or unlawful use, possession, delivery or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff=s Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator=s license and an acceptable driving record at the time of appointment may be a condition of employment. Must possess the Department of Public Safety Standards and Training Management Certificate at the time of appointment and must strive towards an Executive Certificate. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Must possess and maintain a valid First Aid and CPR card. Must reside in Linn County or be willing to relocate if hired.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed primarily in an office setting but requires the ability to move to and inspect job sites when necessary. Additional work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal). Additional requirements are the ability to talk and hear (have no significant hearing loss); sit and stand, read and write, walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice.