

## **SHERIFF MAJOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the coordination and supervision of all divisions within the Sheriff's Department, including the Correctional Facility. Work is performed under the general supervision of the Sheriff and Undersheriff., in accordance with policies and objectives outlined by the Sheriff. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Oversees internal affair investigations; Reviews the progress of ongoing major investigations; Oversees sensitive internal investigations for other Delaware County organizations; Acts as the Departmental liaison with other Law Enforcement Agencies; In charge of all daily activities conducted with the Sheriff's Office and Corrections Division; Responsible for ensuring the facility and day-to-day activities are performed in a current and efficient manner; Ensures the operation of the Communications Division is run smoothly; Reviews job applications and assists in interviewing prospective applicants; Develops and recommends new polices and procedures or changes in existing; Responsible for ensuring all departmental polices and procedures are implemented; Under the direction of the Sheriff or Undersheriff conducts and implements disciplinary procedures; Represents the department at meetings and civic functions as required.

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

Thorough knowledge of modern principals and practices of law enforcement work including criminal investigations; Thorough knowledge of modern administrative and security procedures related to the operation of a jail; Thorough knowledge of the rules, regulations and requirements of the Correction Law governing the supervision and treatment of inmates; Thorough knowledge of the principles and practices of supervision; Ability to communicate ideas clearly; Ability to understand and execute complex oral and written directions; Good judgment; tact. Physical condition commensurate with the demands of the position;

### **MINIMUM QUALIFICATIONS:**

Certified Deputy Sheriff or Police officer and either

- A. Four years experience in law enforcement a Deputy Sheriff or Police Officer; OR
- B. Two years supervisory experience in the law enforcement field; OR
- C. An equivalent combination of experience as defined by the limits of A or B.

Adopted 3/12/01

Revised 11/14/01