

DEPUTY SHERIFF FIRST SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: This is important law enforcement work involving responsibility for supervision of uniformed Deputy Sheriff personnel involved in road patrol, transport, and other traditional law enforcement functions. General supervision is received from a higher-ranking Sheriff's Department employee. General supervision is exercised over Deputy Sheriffs and Deputy Sheriff Sergeants. An incumbent assists Deputies in coping with difficult law enforcement situations and organizes and coordinates the department's activities in responding to emergency situations. A Deputy Sheriff First Sergeant does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises Deputy Sheriffs, Deputy Sheriff Sergeants, and, in the absence of the Communications Lieutenant, supervises the communications personnel in the performance of their duties;
- Initiates the tour report, assigns Deputies to specific areas of patrol or investigation;
- Makes daily assignments of uniform patrol and is allowed to schedule days off and vacations;
- Schedules prisoner, juvenile transports, and any other special transports that may arise;
- Receives complaints from public concerning crimes and emergencies;
- Patrols areas to enforce laws, investigates crimes, and arrests violators;
- Investigates illegal or suspicious activities of persons and quells disturbances;
- Serves court orders and processes;
- Contacts the Sheriff, Detectives, or other department personnel who may be off duty while organizing on-duty staff to cope with major accidents, emergencies, or crimes;
- May be assigned to perform in specialized areas of investigation such as juvenile, narcotics, vice, etc;
- May be designated as representative of the department in addressing civic groups or in dealings with other agencies;
- Prepares and reviews a variety of records and reports associated with law enforcement work;
- May be assigned responsibility for supervision and maintenance of departmental equipment;
- Assists Road Patrol Lieutenant with administrative duties such as scheduling, ordering and inventory of equipment, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles, practices, and techniques of police work; good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, and other applicable laws, regulations, and ordinances; good knowledge of the local geography; good knowledge of the operation of radio equipment; skill in the use of firearms; ability to acquire skill in the use of special equipment including police radar and breathalyzers; skill in the operation of a patrol car; ability to plan and supervise the work of others; ability to apply first aid; ability to deal firmly, yet courteously, with the public; good powers of observation; ability to follow and communicate written and oral directions; good judgement; good character; physical condition sufficient to perform the essential functions of the position.

PROMOTIONS QUALIFICATIONS:

Two years of permanent competitive class service as a Deputy Sheriff Sergeant.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 7/17/97

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