



UNDERSHERIFF

DEFINITION: To assist the Sheriff in planning, directing, and organizing the operations of the Sheriff's Office; and to coordinate the functions of all divisions, units, and sections of the Sheriff's Office as assigned.

ESSENTIAL JOB DUTIES: Depending upon assignments, duties may include, but are not limited to: Assist in the development and implementation of goals, objectives, policies, and priorities; assist the Sheriff in directing all phases of operations in the Sheriff's Office; confer frequently with the Sheriff in implementing the goals and policies of the department; confer with and coordinate the activities of unit heads in order that the function of the unit may best meet the overall needs of the department; assist the Sheriff in planning and implementing overall departmental policies, including recommending reorganizations of departmental activities, establishing new operating policies, determining the future needs of the department in terms of personnel and equipment, etc.; evaluate public complaints pertaining to activities or individuals in the Sheriff's Office and direct the investigation within the Sheriff's Office; direct and participate in the preparation of rules, procedures, and methods of conduct; assist in budget preparation and administration; supervise, train, and evaluate subordinates; act as the Sheriff in the absence of the Sheriff; other related duties as assigned.

EMPLOYMENT STANDARDS: Seven years of responsible law enforcement experience including administrative background with the Inyo County Sheriff's Office at the rank of Lieutenant or above. Must possess an Advanced POST certificate; must possess a POST Supervisory certificate.

Knowledge of: Criminal law including the laws of arrest, rules of evidence, and courtroom procedures, and laws governing jail procedures and facilities; modern police planning and the principles and methods of law enforcement; principles and practices of organization, administration, purchasing, budgeting, and personnel management; organization and functions of the various agencies involved in law enforcement.

Ability to: Communicate clearly and concisely, orally, and in writing; assist in the overall administration of the Sheriff's Office; plan and organize staff to make full utilization of available manpower; be on call 24 hours per day/7 days per week; travel throughout Inyo County and within the State as necessary. Must meet and maintain current physical ability requirements for a Deputy Sheriff with the Inyo County Sheriff's Office.