

## **CHIEF DEPUTY SHERIFF, ASSISTANT**

### **JOB PURPOSE AND SUMMARY**

To direct, manage, supervise, and coordinate the programs and activities of the Sheriff's Office; to coordinate assigned activities with other County departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Chief Jail Administrator.

The Assistant Chief Deputy Sheriff receives administrative direction from the Chief Jail Administrator. The incumbent exercises direct supervision over technical and clerical staff.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Assumes management responsibility for assigned services and activities of the Sheriff's Office.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs including budget development and tracking, jail operations, capital planning; project management and recommends appropriate service and staffing levels; recommends and administers policies and procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities of improvement and review with the Chief Jail Administrator; implements improvements.
- Selects, motivates, and evaluates jail and management personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans, directs, coordinates, and reviews the work plan for Sheriff's Office services and programs; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Manages and participates in the development and administration of the Sheriff's Office annual budget to include recommendation of capital expenditures; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

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- Serves as a liaison for the Sheriff's Office with other County departments, divisions, and outside agencies; negotiates and resolves significant and controversial issues.
- Provides responsible staff assistance to the Chief Jail Administrator; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Sheriff's Office programs, policies, and procedures as appropriate.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement/custody administration.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Negotiates and monitors contracts for the Sheriff's Office services provided to other jurisdictions; organizes data for the negotiation of contracts.
- On 24-hour call to resolve facility issues and emergency situations.
- Acts as Chief during the Chief Jail Administrator's absences.
- Performs related duties as assigned.

### **QUALIFICATIONS**

United States Citizenship or Lawful Permanent Resident required.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience and Training:**

- Four (4) years of enforcement/custody experience including two (2) years of supervisory responsibility, at the Sergeant's level, with the Clark County Sheriff's Department.
- Associate of Arts Degree, or equivalent experience in criminal justice, police science, public administration or related field; possession of a Mid-Management Certificate from the Washington State Criminal Justice Training Commission; or the ability to make application within the first year of promotion; possession of a First Level supervision for Law Enforcement Certificate from the Washington State Criminal Justice Training Commission is desirable.

**Knowledge of:** Operational characteristics, services, and activities of the Sheriff's Office programs; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; modern and complex principles of program development and administration; methods and techniques of law enforcement and principles and practices of law enforcement program development and administration; federal, state, and local laws, codes and regulations; organization, operations, and policies of the Clark County Sheriff's Office; principles and techniques of Community Oriented Policing; personnel and financial management; budget preparation; court rules, legal procedures and statutory requirements for processing offenders, crimes and sentences; legal and human rights of offenders; knowledge of methods and techniques of law enforcement including patrol, traffic control, crime prevention, investigation, apprehension, civil process and arrest; knowledge of modern principles of enforcement/custody and criminal incarceration.

**Ability to:** Provide administrative and professional leadership and direction; recommend and implement goals, objectives, and practices for providing effective and efficient Sheriff's Office services with emphasis on Community Oriented Policing; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; effectively administer a variety of law enforcement activities; lead, direct and evaluate subordinates; respond to requests and inquiries from other agencies and the public; develop and maintain effective working relationships at all levels within and outside the organization; communicate effectively, both orally and in writing.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS**

Work is performed primarily in an office/professional environment but may at times be subject to a variety of settings, including precincts, patrol car, jail, indoor or /outdoor commercial and residential settings. Work may involve exposure to varying and extreme weather conditions. etc. The Assistant Deputy may, during emergencies, be at risks of physical hazard from various sources including violent people, a variety of weapons, noise, chemicals, bodily secretions, sharp objects, traffic, drugs and drug paraphernalia and jail facilities and/or crime scenes in general. Incumbents must be able to wear protective equipment as required by the department. Additionally, incumbents are expected to manage face-to-face interactions and confrontations with any, hostile, depressed and/or otherwise emotionally distraught suspects/inmates.

Essential tasks include use of various equipment associated with jail/enforcement environments in addition to equipment such as a personal computer, telephone, copiers, printers, and other applicable technical equipment. In addition to sitting, walking, standing, bending, carrying of light items, an incumbent must be able to run, subdue, restrain individuals within and out of the jail facility. Incumbents are required to drive a vehicle: to off-site training facilities, crime scenes, seminars, academies, other job-related locations, or in the transport of inmates to appointments.

Revised 7/13/00, 01/18/2022 (Civil Service only)  
Office use: 7/13/00