

UNDERSHERIFF

JOB PURPOSE AND SUMMARY

To plan, direct, manage and oversee the activities and operations of the Sheriff's Department including administration, operations, planning, and custody; to coordinate assigned activities with other County departments and outside agencies; and to provide highly responsible and complex administrative support to the Sheriff.

Receives general administrative direction from the Sheriff.

Exercises direct supervision over sworn and non-sworn management, supervisory, technical and clerical staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

Duties may include but are not limited to the following:

- Assume management responsibility for all Sheriff Department services and activities including administration, operations, planning, and custody; recommend and administer policies and procedures.
- Coordinate Sheriff's Department activities with those of other departments and outside agencies and organizations including crowd handling, group civil disobedience and raids; prepare and present staff reports and other necessary correspondence.
- Plan, direct and coordinate, through subordinate level managers, the Sheriff Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Manage and participate in the development and administration of the Sheriff's Department budget; direct the forecast of additional funds as needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- Select, train, motivate and evaluate Sheriff's Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with

the Sheriff; implement improvements.

- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Review completed criminal investigations for thoroughness, reliability, and methodology; determine whether investigations should be reopened, continued or terminated; conduct periodic review of case handlings.
- Participate in planning and organizing activities to accommodate major problems in crowd control, group civil disobedience, and raids.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Conduct special investigations and direct investigations involving internal affairs.
- Serve as Acting Sheriff as required.
- Perform related duties as assigned.

QUALIFICATIONS

- United States Citizenship or Lawful Permanent Resident required.

Experience and Training:

- Six years of increasingly responsible experience in law enforcement work including three years of administrative and supervisory responsibility.
- Equivalent to a bachelor's degree from an accredited college or university with major course work in police science, criminal justice, public or business administration or a related field.

License or Certificate:

- Possession of, or ability to obtain, an appropriate, valid driver's license.
- Possession of a Mid-management Certificate from the Washington State Criminal Justice Training Commission.

Any combination of experience and training that would likely provide the required knowledge and abilities will be considered.

Knowledge of: organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; modern and complex principles and practices of program development and administration; procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, jail operations, and arrest; principles and practices in processing Coroner cases; principles of search and seizure and preservation of evidence in traffic and criminal cases; principles and practices of organization, administration, and personnel management; principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation; pertinent Federal, State, and local laws, codes and regulations; principles and procedures of record keeping and reporting; types of law enforcement equipment, materials and specialty items.

Ability to: analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; analyze situation and adopt effective courses of action, often in stressful and emergency situations; interpret and apply Federal, State and local policies, procedures, laws and regulations; effectively administer a variety of law enforcement activities; use and care for firearms; select, supervise, train and evaluate assigned staff; prepare and administer a budget; gain cooperation through discussion and persuasion; respond to requests and inquiries from the general public; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including County and other government officials, community groups, the general public, and media representatives.

Revised: 01/18/2022 (Civil Service only)
Office use: 6/23/00