

CHIEF DEPUTY SHERIFF, CIVIL

JOB PURPOSE AND SUMMARY

To direct, manage, supervise and coordinate the programs and activities of the Law Enforcement Administration Division within the Sheriff's Department; to coordinate assigned activities with other County departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Undersheriff.

Receives administrative direction from the Undersheriff.

Exercises direct supervision over supervisory and professional staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Assume management responsibility for all services and activities of the Sheriff's Law Enforcement Administration Division.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned administrative programs, including fiscal management, records, property management and support services; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
- Recommend, train, motivate and evaluate law enforcement personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; serve on contract negotiation team; interpret and apply labor agreement and civil service rules.
- Manage and participate in the development and administration of the Sheriff's Department annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
- Direct, coordinate and review the Civil Division work plan; meet with staff to identify and resolve problems; assign work activities and projects; monitor workflow; review and evaluate work products, methods and procedures.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

- Coordinate activities with those of other divisions and outside agencies and organizations; provide staff assistance to the Undersheriff; prepare and present staff reports and other necessary correspondence.
- Serve as liaison for the Sheriff's Law Enforcement Administration Division with other County departments, divisions and outside agencies; negotiate and resolve significant and controversial issues.
- Draft and prepare Sheriff's Writs; review judicial orders of District and Superior Court related to civil process; review civil policies and procedures to ensure compliance with State laws.
- Perform 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 Education:

- Five years of increasingly responsible law enforcement experience, including two years at the supervisory level.
- Equivalent to a bachelor's degree from an accredited college or university with major course work in criminal justice, police science, public administration, 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.

Knowledge of: procedures, methods and techniques in law enforcement patrol and traffic control; principles of crime prevention, investigation, and suspect apprehension; principles of civil process and arrest; principles and practices of search and seizure and preservation and presentation of evidence; principles of personnel management; principles of budget preparation and administration; pertinent Federal, State and local laws, codes and regulations; principle of supervision, training and performance evaluation.

Ability to: recommend and implement goals, objectives and practices for providing effective and efficient law enforcement services; serve in a law enforcement capacity in a responsible and effective manner, often under difficult and stressful situations; observe accurately and remember names, faces, numbers, incidents and places; use and care for firearms; manage, direct and coordinate the work of supervisory and professional personnel; prepare clear and concise administrative and financial reports; interpret and apply Federal, State and local policies, procedures, laws and regulations; 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, other government officials, community groups and the general public.

Revised: 01/18/2022 (Civil Service only)
Office use: 6/20/00