

## **SERGEANT - SHERIFF**

**JOB CODE:** 4201  
**DEPARTMENT:** Tioga County Sheriff's Office  
**CLASSIFICATION:** Competitive  
**SALARY GRADE:** Tioga County Law Enforcement Union (TCLEU)  
**ADOPTED:** Revised 5/8/91; 11/01, 11/07, 05/10, Tioga Co. Personnel & Civil Service

**\*PUBLIC OFFICER, no term**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for supervisory activities of the Sheriff's Office, exclusive of the County Corrections Division, on an assigned shift. Supervision is exercised over Deputy Sheriff's and Dispatchers through inspection and the assignment of duties in accordance with general instructions received from a superior officer. The work is performed under general supervision of the Sheriff or a higher ranking officer. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Has immediate supervision of the activities of all Deputy Sheriff's and Dispatchers on an assigned shift;
- Checks Deputy Sheriff's and Dispatchers in the performance of their duties and suggests methods for better execution of work;
- Briefs and Inspects Deputy Sheriff's prior to their commencing duties for compliance with departmental regulations;
- Assists in handling difficult or unusual law enforcement situations;
- Personally takes charge at scene of serious or unusual accidents;
- Reports any breach of duties or inefficiency;
- Directs and performs criminal investigations when assigned;
- Classifying and safeguarding criminal identification material in accordance with standard scientific principles and methods;
- Receives and reviews daily reports submitted by Deputies;
- Prepares shift activity reports, traffic reports, office reports and ticket issuance reports;
- Performs typical road patrol law enforcement activities;
- Performs a variety of special assignments as directed by a superior officer.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS MINIMUM**

**QUALIFICATIONS:** Good knowledge of modern principles and practices of law enforcement work; good knowledge of the New York State Penal Law, Code of Criminal Procedure, Vehicle and Traffic Law and all local laws, ordinances and regulations pertaining to the Sheriff's Office; good knowledge of the geography of the locality; ability to instruct and direct subordinates; skill in the use of firearms; familiarity with the operation of radio equipment; ability to deal effectively and secure the cooperation of subordinates and the public; keen observation; mental alertness; tact; courtesy; good judgement; physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS – PROMOTIONAL:** Must be permanently employed in the competitive class in the Tioga County Sheriff's Office and must have served continuously on a permanent basis for 36 months immediately preceding the date of the written test as a Deputy Sheriff.

**Special Condition:** Candidates must take and pass the Office of Public Safety's Supervisory Training within one year of being appointed, if not previously completed. Failure to complete this training within one year will be deemed as vacating the position.