



**POSITION DESCRIPTION**

**18 March 2015**

**Chief Deputy**

**FLSA Status: Exempt  
 Classification: Executive  
 Salary Grade/Band: 21**

**Reports to: Duchesne County Sheriff**

**Revised: \_\_\_\_\_**

**Human Resources Initials: LFH**

**POSITION PROFILE**

Performs a wide range of managerial, administrative, supervisory and professional law enforcement duties related to planning, directing and coordinating office activities and law enforcement functions to meet the goals and mission of the Sheriff's Office. Assumes responsibility of office operations in the absence of the County Sheriff.

**GOALS**

- To carry out the vision, mission and objectives for the county's law enforcement and corrections operations.
- To reduce office and countywide liabilities through knowledge and practice of Policy and Procedures in accordance with the Duchesne County Sheriff's Office Manual.
- To provide highly responsible and complex staff assistance to the Duchesne County Sheriff.

**ESSENTIAL FUNCTIONS**

- Acts as an executive administrator under the direction of the county sheriff and maintains strict confidentiality at all times.
- Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, training, and day-to-day management practices that support the mission, objective and service expectations.
- Provides leadership and participates in programs that promote workplace diversity and a positive employee relations environment.
- Promotes process and service improvements.
- Directs and coordinates the day-to-day operational activities of the Office through subordinate supervisors and officers.
- Conducts planning and schedules meetings with shift supervisors; establishes priorities and makes operational decisions according to standard operating procedures.
- Assists to establish and enforce office policies and procedures.
- Ensures compliance with organizational policies and relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
- Plans, directs and evaluates the performance of staff and their assigned subordinates; communicates

performance requirements and development targets; regularly monitors performance and provides coaching for performance improvement and development.

- Participates in various personnel actions such as recruitment, selection, appointments, transfers and discipline in order to maintain an effective and efficient work force; participates in employment application screening selection and pre-employment selection process.
- Assists Sheriff in Office budget preparation, forecasting project costs, determining project priorities and needs.
- Authorizes requests for purchases when appropriate.
- Oversees records of vehicle maintenance, fuel purchases and supplies on hand.
- Provides and maintains continual liaison with outside agencies and members of the public to address mutual needs and problems and maintains cooperative relationships. This may include meeting with groups or individuals to provide feedback to the Sheriff and the Office concerning services levels or complaints.
- Leads, attends and participates in staff meetings, professional group meetings and related activities; attends workshops, conferences, and classes to increase professional knowledge; serves on committees as assigned; stays abreast of new trends and innovations in the field of law enforcement.
- May respond to more serious crime scenes to provide supervision and coordination in investigative efforts. May back up or respond to complaints, make arrests, and perform all other law enforcement duties statutorily imposed on the Sheriff's Office and assist in jail as needed.
- Performs related duties as business necessitates.

#### **EDUCATION AND EXPERIENCE**

- Graduation from high school or equivalent and P.O.S.T. Academy, plus two (2) years of specialized training provided through college, technical school or professional organizations; and
- Ten (10) years experience of progressively responsible law enforcement capacity; and
- Six (6) years supervisory experience.
- Bilingual Spanish desired, but not required.

#### **LICENSE AND CERTIFICATION**

- Must have a current and valid Utah Driver License; and
- Must be able to successfully pass a criminal background investigation.
- Law Enforcement Officer, Special Functions Officer and Basic Corrections Officer Certificates or successfully completed Utah Peace Officer Standards and Training Management Course in lieu of BCO certification.
- Must maintain 40 hours of annual training to maintain POST certification.

#### **SKILLS/ABILITIES**

- Extensive skill in the operation of motor vehicles at high speed and in dangerous situations.
- Extensive skill in the use of firearms and related equipment.
- Extensive knowledge of law enforcement principles, procedures, techniques, and equipment.
- Extensive knowledge of local, state and federal laws.
- Extensive knowledge of office practices and procedures.
- Exemplifies leadership skills and order.
- Thorough knowledge of law enforcement principles, methods, techniques and effective supervision.
- Knowledge of budgetary practices and purchasing methods and procedures.

- Considerable knowledge of county geography, road systems, and boundaries.
- Develops effective working relationships with the public and fellow employees.
- Ability to react effectively and safely in emergency and stressful situations.
- Ability to problem solve and cope with a variety of law enforcement situations.
- Extensive knowledge and ability to enforce laws and ordinances and procedures common to law enforcement work.
- Attentive to detail including the ability to observe multiple activities and quickly identify inappropriate conduct.
- Basic computer skills using MS Office and email.
- Ability to detect hazards and correct problems to ensure a safe working environment.
- Ability to enforce regulations with firmness, tact and impartiality.
- Ability to communicate effectively verbally and in writing.

### **PERFORMANCE MEASUREMENTS**

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

### **LANGUAGE SKILLS**

- Must be able to write clearly, concisely and communicate effectively in English.
- Must be able to respond professionally to inquiries from the public and other agencies in both written and verbal forms.
- Must be able to read and understand state, federal, and local regulations governing law enforcement operations and other related regulations associated with governmental agencies.

### **REASONING ABILITY**

- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Ability to carry out instructions furnished in written or verbal forms.
- Ability to interpret numerical and narrative statistical reports.
- Ability to exercise independent judgments requiring quick and effective decision making.
- Ability to synthesize complex or diverse information and collect and research data.

### **PHYSICAL REQUIREMENTS**

- While performing the duties of the job, the employee is regularly required to continuously use motor skills, to stand, sit, walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to run, climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 or more pounds. With assistance, employee may be required to move, lift, or physically restrain persons as necessary.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Physical readiness and conditioning with an ability to react quickly to various situations under conditions of stress.

### **HAZARDS**

- Work may expose the incumbent to potentially hostile situations and to individuals who are angry, agitated or

otherwise upset.

- Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals.
- Work occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves.

**ADA STATEMENT**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

**DISCLAIMER:** The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.