

DESCRIPTION OF DUTIES AND MINIMUM QUALIFICATIONS FOR UNDERSHERIFF – SULLIVAN COUNTY SHERIFF'S OFFICE

Candidates must have the following qualifications:

- Certified police officer in New York State or eligible for waiver from DCJS.
- Graduation from high school or possession of a high school equivalency diploma and ten (10) years of experience as a Deputy Sheriff, Police Officer or State Trooper, five (5) years of which shall be in a supervisory capacity.
- Possess a valid New York State Driver's license with no restrictions.
- Be able to qualify with an agency issued weapon.

The Undersheriff is expected to perform the following duties:

- Assumes the responsibilities of the Sheriff in his absence.
- Assists the Sheriff in Supervising the Jail, Civil and Patrol Divisions.
- Responsible to enforce agency rules, regulations, procedures, discipline, attendance, appearance, order and efficiency of members of the agency.
- Perform specific duties and functions as assigned by the Sheriff.
- Provide leadership and guidance in discipline, loyalty and dedication to the Sheriff's Office of Sullivan County.

Such experience shall include:

- Experience managing confidential, internal, undercover and large scale investigations.
- Experience in preparing and submitting budgets. Experience with budgets in excess of \$1 Million preferred.
- Experience in long range agency planning, setting goals, and objectives.
- Experience in developing and implementing training and new techniques.
- Experience in researching, writing, implementing and overseeing Federal, State and other grants.
- Experience in developing and implementing agency policies and procedures.
- Experience in labor/management relations, collective bargaining, employee rights, grievance resolution, internal investigation and discipline process
- Must have good written and oral communications skills.

-Should have a demonstrated ability to work with other criminal justice agencies both inside and outside of Sullivan County.

Interested parties who have the necessary qualifications and experience are invited to send their resume to Sheriff Michael Schiff, Sullivan County Sheriff's Office, 4 Bushnell Avenue Monticello NY 12701. The starting salary is set by the county legislature and is in the \$75,000 - \$90,000 range.