

Pursuant to section 211 of the New York State Retirement and Social Security Law, the Sullivan County Sheriff's Office is conducting a recruitment effort for the position of Undersheriff. We are canvassing to see if there are any non-retirees who would meet the minimum qualifications as outlined in the job description.

## **DESCRIPTON 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.

**The starting salary is set by the county legislature and is in the \$95,000 - \$124,139 range.**

**Apply on line: <https://sullivan-portal.mycivilservice.com/jobopps>**

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