

## CHIEF DEPUTY – ADMINISTRATIVE AFFAIRS

DISTINGUISHING FEATURES OF THE CLASS: This position is managerial, policy influencing, and confidential. The incumbent is a sworn Deputy to the Sheriff, who helps the Sheriff and Undersheriff in shaping administrative and operational goals. The work involves coordinating internal departmental investigations and administering disciplinary action when necessary. The incumbent manages high-stress situations, oversees critical incident responses, and acts on behalf of the Sheriff and Undersheriff during absences. The incumbent acts as a liaison with local government officials, community stakeholders, and the public, as well as administers oversight of policy implementation and personnel management. Work is performed under the general direction of the Sheriff and Undersheriff. Supervision is exercised over the Department personnel, and does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Prepares reports, correspondence, administrative records and other documentation related to  
departmental operations for the Sheriff and Undersheriff;

Advises the Sheriff and Undersheriff on operational, administrative, personnel, policy-related  
matters, and other laws that apply to the operation of the Sheriff's Office;

Assists the Sheriff and Undersheriff in developing and implementing departmental administrative  
and operational goals;

Coordinates departmental personnel administration with the County Personnel Department in  
matters concerning, but not limited to, appointments, vacancies, position classification,  
examinations, and labor relations issues;

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Conducts investigations as requested;

Acts as a liaison officer between the Sheriff's Office and the County Attorney's Office;

Represents the Sheriff, when directed, at disciplinary hearings, legislative meetings, community events and other official functions;

Supervises subordinate personnel;

Serves as Public Information Officer for the Sheriff's Office, as directed by the Sheriff; and

Performs related duties and special assignments as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the functions and legal responsibilities of a County Sheriff's Office; thorough knowledge of the rules, regulations, and requirements of the New York State Penal Law, Criminal Procedure Law, Correction Law, Civil Law, and other applicable laws, regulations and ordinances, including investigation techniques; good oral and written communications skills; ability to deal tactfully and effectively with the public; ability to plan, supervise, and direct a large staff of personnel; ability to handle administrative details; integrity; initiative; and good judgment.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Criminal Justice Administration, Police Science or a related field and eight (8) years of experience as a Deputy Sheriff, Deputy Sheriff Corrections, or Police Officer, six (6) years of which shall be in a supervisory capacity, which included managing or conducting investigations; or

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(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Criminal Justice, Police Science or a related field and ten (10) years of experience as a Deputy Sheriff, Deputy Sheriff Corrections, or Police Officer, seven (7) years of which shall be in a supervisory capacity, which included managing or conducting investigations; or

(C) Graduation from high school or possession of a high school equivalency diploma and twelve (12) years of experience as a Deputy Sheriff, Deputy Sheriff Corrections, or Police Officer, eight (8) years of which shall be in a supervisory capacity, which included managing or conducting investigations.

**SPECIAL REQUIREMENT:** *Candidate must possess: (1) a valid New York State Driver's License with no restrictions for the duration of employment; (2) Basic Police Officer Municipal Police Training Certification; or (3) New York State Peace Officer Status.*

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated: 8/19/2026

Jurisdictional Class:Non-Competitive

Public Hearing:Approved: Yes

NYS Civil Service Commission Approval: Yes

Placed in classplan on: 9/3/2026