

Job Title: Chief Deputy**Department:** Sheriff's Office**Immediate Supervisor:** Sheriff

BRIEF DESCRIPTION OF THE JOB: Responsible for the administration of the Sheriff's Office. Reviews reports, supervises personnel, assists with the budget and grants, handles complaints and the general public and performs other duties as assigned.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage
of TimePhysical
Strength
Code

1) Performs administrative duties by reviewing reports, maintaining office equipment, managing overtime for personnel, reviewing, planning and maintaining compulsory training for personnel and performing other duties as needed.	40%	S
2) Assists the general public by reviewing and assessing complaints, assisting public schools with requests for presentations, processing criminal history requests, managing security for public locations, organizing the Citizens On Patrol program and performing other duties as assigned.	40%	L
3) Performs other duties by assisting with the Emergency Planning Team, assisting with grant applications, examining arrest reports and inspecting the markings of new pipelines.	20%	L
<u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	F	Making presentations
Sitting	F	Desk work, driving
Walking	F	To other offices and sites
Lifting	O	Files, reports, supplies
Carrying	O	Reports, supplies
Pulling	R	File drawers
Pushing	R	File drawers
Using Fine Dexterity	F	Computer keyboard
Reaching	O	For files and supplies
Kneeling	N	
Crawling	N	
Twisting	N	
Climbing	N	
Balancing	N	
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with personnel and general public
Talking	C	Communicating with personnel and general public
Using Foot Controls	F	Driving

Machines, Tools, Equipment and Work Aids:

Computer and related software, vehicle, notebooks, publications, calculator

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	Y	Extreme Temperatures	Y	Noise and Vibration	Y
Fumes and Odors	N	Wetness/Humidity	Y	Darkness or Poor Lighting	Y

HEALTH AND SAFETY					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	Y	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse		Shop	
Vehicle		Outdoors		Other:	

Protective Equipment Required:

Firearm

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	O	Emergency Situations	F
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	O	Working Closely with Others As Part of a Team	F
Tedious or Exacting Work	O	Noisy/Distracting Environment	O

JOB REQUIREMENTS

Formal Education:

Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.

Experience:

Over seven up to and including eight years experience is required.

Certifications and Other Requirements:

Texas Commission on Law Enforcement Standards and Education Instructor License
Valid Texas Class C Driver's License

Supervisory:

Work requires supervising and monitoring work performance through the assistance of other supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.