

PROMOTIONAL OPPORTUNITY FOR CURRENT CHAUTAUQUA COUNTY GOVERNMENT EMPLOYEES ONLY

**DEPUTY SHERIFF CAPTAIN
CHAUTAUQUA COUNTY OFFICE OF THE SHERIFF
SALARY RANGE: \$77,475.00 - \$119,082.00/YEAR + BENEFITS**

The Chautauqua County Office of the Sheriff is currently accepting applications for the title of Deputy Sheriff Captain. The Deputy Sheriff Captain is the third level of management in the Chautauqua County Sheriff's Office. A person in this class serves as the uniformed supervisor of an assigned division(s) of the Sheriff's Office. This position has supervisory responsibility for all assigned shifts. Work performed is under the general supervision of the Sheriff with wide leeway allowed for the use of independent judgment within the limits of departmental policy. Supervision is exercised over personnel of lesser rank. Does related work as required.

Typical Work Activities:

- Assists the Sheriff in planning and directing activities of the office;
- Supervises and controls the activities of an assigned division(s) during an assigned shift;
- Takes responsible charge of the Sheriff's Office, when designated, in the absence of the Sheriff or Undersheriff;
- Assigns tasks to subordinate staff and reviews performance;
- Investigates complaints, allegations or other breeches of discipline or conduct of staff;
- Monitors personnel records of staff for compliance with training standards, schedules training as needed, and may serve as a trainer;
- Makes periodic inspections of personnel, equipment, facilities, records, reports, inventories, vehicles₁ and weapons and directs corrective action as necessary;
- Prepares a variety of state, federal, local, and internal reports;
- Ensures that complaints are dealt with promptly and thoroughly within the jurisdiction of the Sheriff's Office;
- Directs patrol activities at raids, riots, serious crimes, fires, disasters or unusual disorders;
- Gives information to the public regarding office policy and standards;
- May represent the office at meetings, hearings or public gatherings;
- Makes arrests, conducts investigations, and testifies in court as required.

This position will be filled by approved applications received.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: Either:

- A. One year of service as a Deputy Sheriff Lieutenant with the Chautauqua County Sheriff's Office; OR
- B. Eighteen months of service as a Deputy Sheriff Sergeant with the Chautauqua County Sheriff's Office; OR
- C. Five (5) years of full-time service as a Deputy Sheriff or Deputy Sheriff (Investigator) with the Chautauqua County Sheriff's Office.