



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Undersheriff
Department: Sheriff
FLSA Status: Exempt
Job Code: 2908
WC Code: 7720
Effective Date:
Change Effective: January 1, 2019
Pay Grade: NU23
Union: Non-Union (Management, At Will Position)

SUMMARY

Is appointed by the Sheriff to serve as the Undersheriff and second command. This is an administrative position serving at the pleasure of the Sheriff. Is responsible for the operations of a specific facility, unit or project within the Sheriff's Office; to plan, organize and supervise operational functions and activities; to schedule rotation of staff, to implement procedures; to ensure compliance with legal and/or contract requirements; to assess situations and utilize resources as appropriate; to conduct contract negotiations; to participate in operations; to develop and administer a budget; and to handle special assignments as required. This is an administrative position which requires the application of management and organization principles and specialized knowledge in the area of law enforcement methods, systems and procedures. Work may be performed in stressful situations. The Undersheriff is required to interpret and apply extensive knowledge of federal, state and local laws and regulations which apply to situations involving the numerous aspects of law enforcement. The position assumes responsibility for the overall operation of a facility, operation, or program with on-call 24 hour a day, seven day a week accountability. Tasks are governed by established policies, procedures, statutes and regulations. The Undersheriff is responsible for the training, development, supervision of highly trained professionals in the field of law enforcement. The Undersheriff is responsible for ensuring that all Sheriff's Office activities are performed efficiently. Position establishes and maintains close working relationships with county officials, judges, attorneys, the District Attorney's Office, other law enforcement agencies, social agencies and the community.

Position reports to the Sheriff, and may receive instructions involving administrative matters from the Sheriff. Activities are reviewed for adequacy of professional judgment, compliance with policies, and achievement of results consistent with the goals and objectives of the Sheriff. The Undersheriff performs complex operations with latitude for independent actions and decisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.) Under the direct supervision of the Sheriff the position:

- A. Supervises all the Sheriff's Office activities within assigned division through a chain of command extending first to the Lieutenants and Business Manager and then to the Sergeants. Assumes the duties and responsibilities of other administrative members in their absence.

- B. Ensures that the Sheriff is fully and accurately informed of all unusual, serious or difficult problems.
- C. Reviews all recruiting, hiring, and promotional procedures within the assigned division in accordance with the policy on hiring.
- D. Supervises Lieutenants and makes decisions on personnel actions such as hiring, termination, discipline and promotion. The Undersheriff has the authority to adjust grievances of personnel when moved or brought to his/her level.
- E. Evaluates assigned employees on job performance and reviews all personnel performance evaluations from the assigned division.
- F. Develops, implements and monitors office programs, the budget expenditures and short and long range goals and objectives as delegated by the Sheriff.
- G. Provides assistance to the Sheriff on matters pertaining to administrative activities including the preparation of varied and complex reports, budgets, contracts, surveys and statistical data gatherings.
- H. Provides employees with technical and/or professional assistance as needed. Coordinates training and development for assigned staff members.
- I. Establishes and maintains positive working relationships with other county officials, state and federal officials, social agencies, and community members in an effort to meet the goals and objectives of the Sheriff's Office.
- J. Review court decisions and case laws regarding law enforcement activities and correctional activities, rights of individuals and due process procedures. Ensures that all members of the Sheriff's Office are informed of the latest legal activities which may have an impact on the Sheriff's Office policies and procedures. Keeps the Sheriff advised on legal issues.
- K. Directs investigations regarding citizens' complaints against assigned employees. May investigate or direct the investigation and review the findings for validity.
- L. Ensures Sheriff's auxiliary programs such as Search and Rescue, Reserves and Posses are represented and maintained in a manner consistent with expectation of the Sheriff.
- M. Attends public meeting as a representative of the Sheriff and the Office. Must be accomplished at public speaking and provide information to groups, organizations and the media concerning issues specific to the Sheriff's Office.
- N. Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directs the activities of division managers and program managers, and program supervisors who in turn oversee a total of approximately 80 employees. Responsible for the overall direction, coordination, and evaluation of the entire Office. Carries out supervisory responsibilities in accordance with the organization's policies and applicable state and federal laws. Directs the daily operations of the Sheriff's Office to include Patrol, Detectives, and Corrections.

QUALIFICATIONS

Requires extensive knowledge and experience in all phases of field and administrative police work and the ability to communicate that knowledge and experience to others. This includes long and short range planning and implementation through crime and procedural analysis to accomplish the goals and objectives of the Office. Requires an extensive knowledge of crime prevention, criminal investigation, identification and apprehension, civil rights, search and seizure, rules of evidence, and employee relations, the care, control and custody of prisoners, and records systems. Must have an extensive knowledge of judicial systems, criminal prosecution system and state and federal criminal laws. A thorough knowledge of the geography of the county and the locations of potential criminal activities is required.

Requires the ability to perform in all divisions of the Sheriff's Office and supervise the assigned section supervisors in personnel activities, training, and short and long range planning to accomplish the goals and objectives of the Office. Required to prepare and submit comprehensive reports for his assigned areas of responsibility for the purposes of office budgeting and management. Required to analyze complex law enforcement and administrative problems in the areas of assignment. Requires a working knowledge of related police equipment.

EDUCATION AND EXPERIENCE

Thorough knowledge and experience in all phases of patrol and investigative police work and the ability to communicate that knowledge to assigned personnel. Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, or a related field or any combination of experience and training that would provide the required knowledge, skills and abilities. Four years of increasingly responsible experience in a variety of administrative functions and program management, including two years of supervisory experience. Public sector experience is highly desirable

JOB IMPACT

Errors in judgment or irresponsible behavior may have a major impact on the financial situation of the Sheriff's Office, the civil rights of employees, as well as the public. Judgmental errors could become the basis for legal actions against the county and subject the incumbent to personal litigation.

JOB CONTACTS

The position generally has contact with other County departments, divisions, programs; state and federal agencies; community professionals; the public and the news media to receive or provide information. Frequent contacts are made with other County Departments, Divisions and Programs, other governmental agencies, outside agencies and the public.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, or governmental regulations. Ability to prioritize and organize assignments. Ability to write reports, business correspondence, and policy and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to respond courteously and tactfully, and establish and maintain effective working relationships with other employees and officials, outside officials and agencies and the public. Ability to communicate with angry or hostile individuals.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be eligible for an advanced and management certification from the Oregon State Board on Police Safety Standards and Training.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

WORK ENVIRONMENT

This position works primarily in the office for management and administrative duties. This position is impacted by urgent time deadlines, heavy or uncontrollable work flow, hostile customers, the need to make quick decisions, the need for extreme accuracy and attention to fine detail, uncontrollable interruptions and the need to frequently shift attention which

are all related to the nature of the work which is to ensure that the work of the department is completed in a timely manner at a quality required to provide service to the public and administration and to meet mandated timelines.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 150 lbs			
<input type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe:
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors

<input type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>