

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: AUGUST 30, 2013
CLOSING DATE: SEPTEMBER 6, 2013

DEPARTMENT: Sheriff's Office

POSITION: UnderSheriff (Underfill)

PLEASE USE THE DEPUTY SHERIFF APPLICATION

LOCATION: Globe/Payson

JOB CODE: 13-101

OPEN TO CURRENT GILA COUNTY SHERIFF'S OFFICE EMPLOYEES – LIEUTENANT OR ABOVE

ANNUAL SALARY: \$70,720.00-\$86,153.60 DOE

NATURE OF WORK

Directs the Sheriff's Office Field Services Bureau involving the activities of Deputies in Patrol, Investigations, School Resource, Volunteers, and Reserves programs; assures compliance of Bureau activities with state and Federal laws and Sheriff's policies and procedures. Third in authority in Sheriff's Office Command structure.

DUTIES AND RESPONSIBILITIES:

- Directs Field Services Bureau operations; evaluates and analyzes Bureau issues, and recommends and implements solutions; prioritizes and assigns tasks, projects and training; assures Bureau activities are in compliance with all laws, policies, regulations and goals.
- Manages Lieutenants; delegates assignments, oversees the deployment of personnel, monitors work, and evaluates team performance; assures effective communication of law enforcement issues.
- Provides leadership, direction and coaching to Lieutenants in the areas of performance management, problem resolution, planning, and work assignments; develops staff skills and conducts performance evaluations; meets regularly with staff to discuss and resolve workload and technical issues.
- Reviews and evaluates Bureau operations, and makes recommendations for improvement; responds to complaints regarding law enforcement incidents, services and programs; reviews incident reports and recommends personnel actions as appropriate; advises supervisors regarding significant investigative developments.
- Conducts research and planning functions; analyzes operational trends and makes recommendations for resources, staffing adjustments and personnel assignments; monitors and reviews regional trends in law enforcement and criminal justice, and recommends operational and policy improvements.
- Manages critical incidents and criminal investigations; responds to major crime scenes and takes command when appropriate; reviews and assists with criminal cases and reports.
- Investigates and resolves complex and sensitive cases; identifies policy and compliance issues, and proposes solutions.
- Performs duties of Deputy Sheriff as needed, and assists Deputies in the performance of their duties.
- Enforces local, state and Federal laws, and enforces compliance with local regulations and ordinances, according to policies, procedures and regulations.
- Coordinates with other County departments, outside organizations and contractors, and Federal, state and local law enforcement organizations in order to accomplish tasks.
- Reviews case reports and monitors records management system; assures that all reports and paperwork are completed in a timely manner; prepares technical and statistical reports as required.
- Develops and manages Homeland Security grant projects.
- Maintains the integrity, professionalism, values and goals of the Sheriff's Office by assuring that all rules and regulations are followed, and a positive public relations image is presented.
- Assumes Command of the Sheriff's Office in absence of Sheriff and Chief Deputy.

WORKING ENVIRONMENT:

Work is performed in an office and in internal and external environments with exposure to inclement weather, and varying temperatures; subject to physical harm such as dangerous vehicles, gun shots, and physical attacks; may be exposed to hazardous chemicals, drugs, infectious and communicable diseases; required to physically restrain persons; subject to extended periods of intense concentration in review of crime scenes, investigations and preparing law enforcement reports.

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EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and eight (8) year's law enforcement management experience, including three (3) years supervisory/management experience; applicants must have an unrestricted Arizona driver's license upon appointment and must be a US citizen; must successfully complete a background check as well as medical, polygraph, psychological, written and oral examinations prior to being appointed; must maintain a level of physical fitness to meet Department standards. Bachelor's Degree in Criminal Justice is preferred. Must pass Certification requirements by the Arizona Peace Officer Standards and Training (POST) Commission; may be required to obtain additional specific skills training and technical certifications.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Sheriff's department policies and procedures; County administrative policies and procedures; principles, practices and methods of law enforcement operations management; strategy and tactics for management and deployment of law enforcement personnel and equipment; current law enforcement techniques and procedures, including case laws governing arrest, probable cause, and search and seizure; criminal and traffic codes; county, state and Federal laws, regulations and ordinances; principles and practices of law enforcement records management; rules of evidence; criminal justice and court systems, procedures and protocols in the State of Arizona; investigative and interrogative procedures, and protocols for observation and memorization of critical details; use-of-force rules; hazardous chemicals and materials, first aid and CPR; special regional law enforcement zones; geography, roads, and landmarks of Gila County; law enforcement grant application and administration procedures.

Ability to: Define problems, collect data, analyze information, and make logical conclusions based on facts; independently investigate and secure crime scenes, and recognize evidence and causes of crime, death and accidents; safely operate and maintain a variety of firearms, impact weapons, and chemical agents; operate a personal computer and specialized software applications.

Skills in: Assuming command level responsibilities and making appropriate decisions, while assuring compliance with department goals and objectives; effectively directing operations and delegating tasks and authority; analyzing complex law enforcement issues and developing solutions; working as a team member with other law enforcement and multi-jurisdictional agencies; interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations; interacting with people of different social, economic, and ethnic backgrounds; communicating with violators, recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest & control techniques; operating motor vehicles and special equipment during emergency, high risk situations; preparing clear, comprehensive, and accurate reports; effectively communicating in written and verbal forms.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.