

**Garfield County**  
**Job Description**

<b>Title:</b>	<b>Undersheriff</b>		
<b>Department/ Office:</b>	Sheriff	<b>Reports to:</b>	Sheriff
<b>Division:</b>	Administration	<b>Pay Grade:</b>	B
<b>FLSA Status:</b>	Exempt	<b>Driving Classification:</b>	Essential
<b>Supervision Exercised:</b>	Directly or indirectly supervises Administrative, Patrol, Operations, Detention and Civil staff.	<b>Licenses/ Certifications:</b>	Colorado P.O.S.T. (Peace Officer Standards and Training); valid driver's license.
<b>Minimum Education:</b>	High School diploma or equivalent.		
<b>Minimum Experience:</b>	8 years progressively responsible work experience in law enforcement. 2 years of supervisory or management experience, or any equivalent combination of education, training and experience.		

**General Purpose:**

Direct the operations of the Administrative, Patrol, Emergency Operations, Professional Standards and Detention Divisions within the Sheriff's Office. Coordinate assigned activities within divisions, with outside agencies and the general public. Provide highly responsible and complex staff assistance to the Garfield County Sheriff; and assume command of the Department in the absence of the Sheriff.

**Essential Functions:**

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

1. Directs management staff: schedules, assigns and directs work; conducts interviews; hires and orients new employees; oversees or conducts training; coaches; evaluates and appraises; addresses complaints and resolves problems; takes disciplinary action; and ensures quality of work.
2. Provides direction and general oversight for day-to-day operations of the Office.
3. Ensures compliance with organizational policies and relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
4. Develops, implements, interprets and enforces policies and procedures related to law enforcement services in Garfield County; reviews and makes recommendations which would impact the activities of the Office; prepares reports concerning management problems and other administrative functions.
5. Manages and participates in the development and administration of the annual capital, operating and Department budget; forecasts additional funds needed for staffing, equipment, materials and supplies; monitors the budget to assure compliance with approved budget levels.
6. Directs, develops and implements short and long-range plans, goals and objectives for the Department.
7. Meets with staff to identify and resolve problems; assigns projects and areas of responsibility; reviews policies and procedures of the Department.
8. Coordinates services and activities with other law enforcement agencies and with Federal, state, and local enforcement agencies in maintaining law and order.
9. Plans and directs development and implementation of programs related to law enforcement activities including the prevention and investigation of crimes, protection of life and property, care and custody of prisoners, communications and related activities.
10. Provides staff assistance to the Sheriff; prepares and presents staff reports, annual reports and other necessary correspondence.
11. Performs research to ensure Department personnel remain current with changing trends and procedures in law enforcement; conducts special investigations; coordinates and participates in major criminal investigations as needed.
12. Participates in grant application process; develops grant justifications for Department including selection, funding and staffing levels for grant positions.
13. Responds to and resolves difficult inquiries and complaints with the press, general public and members of other agencies; receives and investigates inquiries and complaints concerning officers and other employees; manages, directs and conducts internal investigations as required by Department policies and procedures.

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14. Serves as Sheriff in his or her absence.
15. Adheres to safe work practices and procedures.
16. Leads, attends and participates in staff meetings, professional group meetings and related activities; attends workshops, conferences, and classes to increase professional knowledge; serves on committees as assigned; stays abreast of new trends and innovations in the field of law enforcement.
17. Ensures that individuals and team meet goals and provide highest level of service.
18. Drives vehicle to perform one or more essential functions.
19. Performs other duties of a similar or related level and assists with special projects as necessary or assigned.

### **Job Qualifications:**

Must be at least 21 years of age; must submit to and pass pre-employment drug & alcohol testing and post-employment random drug and alcohol testing; must pass background check.

### **Knowledge of:**

1. Relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
2. Current court cases and legislation affecting Sheriff's Office administration.
3. Court procedures used in criminal, civil and domestic court.
4. Complex principles and practices of modern law enforcement including community policing and law enforcement ethics.
5. Crime scene investigations.
6. Geographical layout of the County.
7. Operational characteristics, services, activities, policies and procedures of the Sheriff's Office.
8. Operations requirements of actual and anticipated emergency situations.
9. Interdepartmental operations.
10. Principles and practice of supervision, team building, training and performance evaluations.
11. First aid methods and techniques.
12. Self defense tactics.
13. Methods and techniques of dealing with individuals in custody; criminal attitudes and behavior patterns.
14. Principles and procedures of records keeping and reporting.
15. Advanced principles and practices of accounting, budget preparation, administration and control.
16. Modern office processes and procedures.
17. Relevant computer hardware and software applications.

### **Ability to:**

1. Supervise and develop employees: plan, direct, coach, counsel, mentor, delegate, discipline, train, and evaluate.
2. Speak, read and write the English language.
3. Communicate effectively verbally and in writing; communicate effectively with the media.
4. Plan, organize and direct law enforcement and administrative activities.
5. Develop and implement law enforcement programs.
6. Provide administrative and professional leadership and direction for staff.
7. Analyze and evaluate management, organization, administrative and law enforcement activities.
8. Identify and analyze administrative problems and implement operational changes.
9. Develop, implement and administer goals, objectives and procedures for providing effective and efficient law enforcement services.
10. Prepare and administer complex budgets and funding proposals; manage and allocate resources in a cost-effective manner.
11. Manage and coordinate the work of sworn and non-sworn supervisory, professional, and technical personnel.
12. Develop emergency plans and act decisively in emergency situations.
13. Analyze problems, identify alternative solutions and implement recommendations in support of goals.
14. Oversee and prepare clear and concise administrative and financial report and records.
15. Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
16. Perform multiple tasks simultaneously.
17. Operate under continuous pressure.

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18. Handle stressful situations in a professional manner, including angry or difficult individuals; accurately assess situations and people.
19. Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.
20. Care for firearms safely.
21. Establish and maintain cooperative and effective public relations with co-workers, subordinate staff and the community.
22. Understand, practice and enforce safety procedures and precautions.
23. Maintain a high level of professionalism and confidentiality.

### **Internal & External Contacts:**

#### **Internal Contacts:**

Frequently interacts with other Office employees.

#### **External Contacts:**

Frequently interacts with the general public; occasionally interacts with the media, vendors, court personnel, law enforcement agencies and other organizations.

### **Physical Activities and Work Environment:**

The physical demands and work environment 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 otherwise qualified individuals with disabilities to perform essential functions.

#### **Required Physical Activities:**

While performing the essential functions of this job the employee is frequently required to sit, talk, hear, stand, walk, bend, stoop, kneel; and is occasionally required to run, climb, balance, crouch and crawl; is frequently required to lift and carry up to 20 pounds; is occasionally required to lift and/or move up to 50 pounds and to exert up to 100 pounds of force; is occasionally required to maintain body balance while ascending or descending ladders or open stairs, and to maintain body equilibrium while bending at the waist or at the knees. The employee is routinely required to reach with hands and arms; work with the hand or hands in handling, seizing, holding, or grasping motions and with the fingers in fingering, picking and pinching actions to operate objects, tools or controls. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee is occasionally required to lift, pull, bend or physically restrain a combative or injured citizen, arrestee, or inmate to maintain order.

#### **Work Environment:**

While performing the essential functions of this job, the employee is occasionally exposed to outdoor weather conditions that may vary from extreme heat to extreme cold; and to debris, fumes, odors, airborne particles and dust. The employee is occasionally exposed to the possibility of bodily injury from electrical shock or mechanical hazard. The employee occasionally works in high, precarious places; and is occasionally exposed to toxic or caustic chemicals.

The employee may come in contact with a member of the public, an inmate or an arrestee by touching, controlling, sitting by, riding with and body searching the individual. Hand-to-hand exchanges of documents, money, personal property, clothing and other items may be required. The job may require immediate response to criminal or medical emergencies where blood, body fluids or other medical hazards may be present.

The employee may be exposed to interactions with physically violent and/or mentally or emotionally disturbed persons.

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**Required Travel:**

The employee is frequently required to travel throughout the County..

**Computers and Other Equipment:**

Computer and relevant software applications; calculator; telephone system; facsimile; postage machine; shredder; copier; firearms, restraining equipment and other specialized law enforcement equipment.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.** Nothing in this job description restricts Garfield County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.