

PLEASE POST

RENSSELAER COUNTY SHERIFF'S OFFICE

NOTICE OF VACANCY

Agency: Rensselaer County Sheriff's Office

Location: 4000 Main Street, Troy, New York 12180

Title: Undersheriff

Salary: \$102,966

Type of Appointment: Exempt

Nature of Activities: The work involves responsibility for directing, coordinating and supervising the civil, criminal, correctional and administrative operations of the Sheriff's Office. The Undersheriff has direct involvement in overseeing the various functions of the agency and providing professional law enforcement decisions to situations as they arise. Work is performed under general supervision with considerable leeway allowed for the use of independent judgment in planning the details of the work and resolving problems in emergency situations. Supervision is exercised over subordinate sworn and civilian personnel. Does related work as required.

Typical Work Activities:

- Executes all departmental policy, rules and regulations and assumes responsibilities in the Sheriff's absence;
- Reviews existing programs within agency to determine their effectiveness and accuracy and makes recommendations for improvements;
- Directs the administrative operations in the agency including personnel, staffing and scheduling;
- Prepares preliminary budget recommendations;
- Oversees and directs criminal investigations, serious incidents and internal investigations;
- Coordinates activities with other local, state and federal police agencies to ensure efficient operations of the Sheriff's office;
- Provides specialized training for agency employees;
- Keeps a variety of records and prepares reports as required.

Knowledge, Skills, Abilities and Personal Characteristics: Thorough knowledge of the NYS Penal Law; thorough knowledge of the principles, practices and techniques of law enforcement; thorough knowledge of budget and personnel administration; comprehensive knowledge of the

Criminal Procedure Law, Vehicle and Traffic Law and Correction Law of the State of New York, local laws, ordinances and regulations; ability to maintain harmonious relationships with all levels of law enforcement agencies; ability to speak and write effectively; ability to instruct and train officers in the professional aspects of law enforcement; ability to coordinate activities and functions; integrity; sound judgment; neat appearance; tact; thorough knowledge of case law, i.e., Supreme Court, Court of Appeals.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and 15 years of law enforcement experience, of which five years shall have been in a supervisory capacity.

Deadline for submission: February 3, 2021

Please address resumes to: Sheriff Patrick A. Russo
Rensselaer County Sheriff's Office
4000 Main Street
Troy, New York 12180