

**POSITION:** Chief Deputy, Law Enforcement  
**GRADE:** 10C  
**CODE:**

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**FLSA: Exempt**  
**Date: 2/02**

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**Job summary:** Responsible for overseeing and coordinating the County Law Enforcement, Detention, and Community Corrections programs and ensuring the effective and efficient operations of same; performs other duties as assigned.

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**Essential Functions:**

1. Prepares, plans, and schedules special activities under the directives and policies of the Sheriff;
  2. Assists with budget preparation, execution, and monitoring;
  3. Supervises, trains, evaluates, and schedules the work of assigned law enforcement, detention, and community corrections staff;
  4. Inspects, monitor, and controls activities of assigned departments;
  5. Represents the Sheriff at meetings and conferences with public officials, the general public, etc., as directed;
  6. Ensures proper execution of the Sheriff's orders;
  7. Serves in the capacity of Sheriff in his/her absence;
  8. Perform other duties as and assigned.
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**Required Knowledge, Skills, and Abilities:**

1. Advanced and extensive knowledge of the practices, principals, and techniques of law enforcement and corrections;
  2. Thorough knowledge of the application of all relevant County, State, and Federal laws;
  3. Ability to communicate clearly and concisely the mission, philosophy, and goals of the Sheriff's Office;
  4. Ability to assist with planning, organizing, and implementing the goals and objectives of the Sheriff's Office;
  5. Thorough knowledge of preparing and managing budgets;
  6. Ability to prepare plans, reports, and graphic presentations and to communicate them effectively to public officials, community groups, other staff, etc., as assigned;
  7. Ability to supervise, schedule, train, and evaluate the work of staff as assigned;
  8. Ability to analyze situations quickly, unemotionally, and objectively and to deal appropriately with individuals in a variety of circumstances.
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**Education and Experience:**

1. Master's Degree in criminology, psychology, sociology or a related field (experience may be substituted for education);
2. 2 or more years of supervisory experience in any field;
3. OR Bachelor's Degree from in criminology, psychology, sociology or a related field;
4. 4 or more years of experience in the criminal justice field with three years supervisory experience in any field;
5. Or equivalent technical training, education, and experience;

6. Ability to be accepted or certified in accordance with the rules and policies of the Maryland Police and Correctional Training Commission;
7. Valid Driver's License.

**Physical and Environmental Conditions:** Work requires occasional strenuous effort. For example, handling of moderately heavy boxes, moderately heavy tools, equipment, or materials, or walking/climbing or sitting/standing in a fixed position for extended periods of time.

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., aggressive human behavior, extreme outdoor weather conditions, or similar situations where conditions cannot be controlled.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.