

# CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: CHIEF DEPUTY SHERIFF**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to assist in directing, supervising, and managing the operations of the Sheriff's Department. This position is an appointed position at the discretion of the Sheriff.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates, prepares, administers and manages all budgetary matters for the Sheriff's Department; reviews and approves employee payroll records submitted to the Finance Department.

Supervises internal affairs investigations and the work performance of the investigations.

Researches, develops, and prepares suggested rules, regulations, policies, and procedures for the department.

Acts publicly, privately, and legally in the name of the Sheriff as required; coordinates and manages communication and interaction between the department and the general public, other law enforcement agencies, and County administration.

Administers promotional assessment centers each year to identify potential candidates for promotion to supervisory and management level positions; observes, monitors, and acts to ensure effectiveness of daily operations of the department; conducts pre-employment interviews with applicants and renders final decision regarding hiring or rejection; participates and manages staff meetings.

Manages all major projects affecting the department.

Reviews and approves all monthly reports and other periodic reports submitted by various divisions or levels of the department.

Performs general law enforcement duties as required; testifies in any court of jurisdiction; provides deposition and other testimony as necessary.

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Attends required and optional training conferences to maintain certification as a Law Enforcement Officer and to enhance performance; attends civic functions, when directed.

### **ADDITIONAL FUNCTIONS**

Acts as mentor, advisor, counselor, consultant, etc., to staff members in areas of essential job function, career development, and areas related to rules, regulations, policies, and procedures.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Requires high school diploma or GED; supplemented by vocational/technical training in Basic Law Enforcement; supplemented by ten (10) years previous experience and/or training that includes supervisory and law enforcement work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must possess and maintain valid Peace Officer and firearms certifications.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (160 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Tasks may require exposure to temperature/weather extremes, strong odors/fumes, toxic/poisonous agents, smoke, dust, pollen, wetness, humidity, animal/wildlife, disease/blood/bodily fluids/pathogenic substances, explosives, violence, bright/dim light, noise, vibrations, machinery, traffic hazards.

*Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*