

DEPUTY SHERIFF MAJOR

NATURE AND VARIETY OF WORK

This is the fifth level of supervisory, regulatory, and law enforcement work, whereby incumbents assist in managing and coordinating the daily activities and functions of key functional components within the Sheriff's Department (e.g. Civil Division, Warrants Division, Court Security, Internal Affairs, Office of Compliance). As Assistant Bureau Chiefs, incumbents are delegated management-level supervisory and administrative duties and responsibilities in support of the Sheriff and/or appointed Assistant Sheriffs. As Executive Assistant, manages and coordinates departmental activities and programs that transcend divisional lines on behalf of the Sheriff.

Duties are performed within a rank-structure hierarchy under the general supervision of the Sheriff or Assistant Sheriffs, with wide latitude for independent judgment in accordance with established laws, conferences, analysis of reports, and observation of the effectiveness of operations managed by the incumbent.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

As Assistant Bureau Chief: manages the daily operations of key functional components and activities within the Department (e.g., Civil Division, Warrants Division, Court Security Division, Internal Affairs, Office of Compliance).

As Executive Assistant to the Sheriff: manages and coordinates special projects from their initial inception to ultimate completion; manages and coordinates the Office of Policy Compliance to insure that General Orders and/or Administrative Procedures are enforced and implemented; conducts scheduled and unscheduled inspections on behalf of the Sheriff; oversees the activities of Internal Affairs, including the investigations of incidents involving Deputy Sheriffs/other departmental personnel.

Recommends and implements administrative policies and procedures.

Assists superiors in the preparation of the division's budget recommendations.

Initiates efforts to involve community participation in the Sheriff's Department's activities.
Acts as Bureau Chief in the absence of the Assistant Sheriff.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specifications or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of the laws, rules, regulations, and procedures governing the work of the Sheriff's Department.

Extensive knowledge of the streets, highways, and geography of Prince George's County.

Skill in the use of firearms.

Ability to apply appropriate laws, rules, regulations and policies to any specific situation.

Ability to plan, coordinate, and supervise the duties and responsibilities of subordinate personnel.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to deal equitably, tactfully and effectively with people.

Ability to exercise sound judgment.

Ability to perform under stressful circumstances and situations.

Ability to thoroughly understand and carry out complex oral and written instructions.

MINIMUM QUALIFICATIONS

Promotional opportunity specifications to be determined by the Office of Personnel and the Sheriff's Department.

REVISED: 1/90