

CLASS SPECIFICATION FOR
Under Sheriff

GENERAL STATEMENT OF DUTIES: Assists the Sheriff in administering the activities of the Sheriff's Office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the administrative direction of the Sheriff, the incumbent performs administrative duties in coordinating the supervisory activities of the office. Supervision is exercised over subordinate officers and civilian personnel who carry out the activities of the office. The incumbent may act for the Sheriff when assigned.

EXAMPLES OF WORK (illustrative only):

- Supervises and coordinates the activities of the Sheriff's Office;
- Supervises staff and service functions of the office;
- Reviews all policies and procedures to determine whether revision or updating is needed;
- Examines incident reports, inmate disciplinary hearing findings and injury to Deputy reports to ensure that required procedures are properly followed;
- Through subordinates ensures that security, personnel, training, housing and medical needs are adequately met;
- Deposits legal fee money daily in bank;
- Determines amount of bond needed when property seizure is requested;
- Collects, records and forwards all civil papers from courts so that they can be properly processed and promptly served;
- Answers questions from public regarding evictions, levies, etc.;
- Acts for the Sheriff when assigned;
- Keeps records;
- Writes reports;
- Prepares written correspondence for the Sheriff;
- Advises Sheriff on matters of policy, training, selecting employees and personnel assignments;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of State and County laws and ordinances relating to the operation of the Sheriff's Office; extensive knowledge of courtroom procedure, correctional management and correctional administration; demonstrated ability to command the respect of subordinates; ability to direct and supervise the work of subordinates; ability to deal firmly and courteously with the public and prisoners; ability to communicate effectively both orally and in writing; ability to keep records and make reports; skill in the use of firearms; physical condition that permits the activities necessary in and inherent to corrections/security operations.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in administration of justice or a related field and ten (10) years of correctional experience, including five (5) years in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Completion of the required training for correctional officers - Criminal Justice Officers Training and Standards Commission. May require possession of a valid driver's license issued by the State of Virginia. Must be a citizen of the United States. Requires a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.