



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

CHIEF DEPUTY SHERIFF

FLSA Status: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult and complex professional work in planning, scheduling, coordinating and participating in providing security in courtrooms and assisting with court operations; undertakes special assignments that require extensive training and special expertise within the Sheriff's office; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate Deputy Sheriffs.

This is light work requiring the exertion of up to 50 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires crouching, reaching, standing, lifting, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, depth perception, color perception, night vision, peripheral vision, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise and hazards. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, scheduling, coordinating, supervising and participating in court security and operations; preparing and maintaining records, files and reports.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Schedules personnel and assignments daily;

Sets up transportation of prisoners for court; transports prisoners;

Sets up video arraignments, bond hearings, lawyer advisements and extraditions;

Arranges for new prisoners to be taken to jail;

Sorts traffic summons, arrest warrants and other paperwork that goes to General District and Circuit Court;

Coordinates all extraditions assuring that pick-up is arranged in a timely manner;

Assigns summons, subpoenas, civil warrants and capiases to area deputies;

Assigns deputies to their training, both in house as well as through Crater Academy;

Maintains accurate records of all training;

Orders all equipment for the office such as uniforms, restraints, gun belts, shoes and rain gear;

Ensures that all vehicles are kept in top condition and clean; ensures that maintenance is up to date; orders supplies for vehicles such as light bars and tires;

Takes active command of emergency situations;

Supervises major case investigations including the identification, processing, collection and preservation of evidence;

Conducts internal affairs investigations;

Instructs various training programs;

Evaluates performance of employees;

Maintains records and prepares a variety of reports;

Assists with the preparation and administration of the department budget;

Answers numerous calls from the general public, other governmental agencies, lawyers, courts and jails;

Opens the courthouse each morning and ensures that all equipment is functioning properly;

Ensures that each deputy has been assigned to his/her post;

Approves vacation, sick leave and repaid days and prepares monthly time sheets;

Prepares monthly work schedule; schedules upcoming events;

Compiles weekly activity reports, time cards and expense accounts;

Schedules officer's court dates;

Schedules evictions, levies, writs and conducts sales of property on all fieri facias; serves civil process papers; serves capiases and other warrants;
Assumes all duties of the Sheriff in the absence of the Sheriff;
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
Must have a valid Virginia Driver's License;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of rules and regulations of the Prince George Sheriff's office; thorough knowledge of laws and ordinances governing local law enforcement; court procedures; corrections and legal process procedures; ability to exercise tact and judgment in handling visitors of the court and in maintaining the behavior of the prisoners; ability to understand and carry out oral and written instruction and to prepare clear and concise written reports; ability to plan and supervise the work of subordinates; ability to deal firmly and tactfully with subordinate employees;; skill in the use of firearms and the operation of a motor vehicle; general knowledge of police methods, practices and procedures; comprehensive knowledge of the geography of the County and the location of important buildings; ability to analyze situations and adopt quick, effective and reasonable courses of action; ability to establish and maintain effective working relationships with judges, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in criminal justice or related field and considerable court security or law enforcement experience including considerable supervisory experience.

SPECIAL REQUIREMENTS:

Possession of certification by DCJS in law enforcement/court security civil process and FAA certified to transport by aircraft. Must meet and maintain all departmental requirements for the position.