

DEPUTY DIRECTOR, SHERIFFS' STANDARDS

This is supervisory and professional work in assisting the director with the administration of the statewide programs of the Sheriffs' Standards Section in the Training and Standards Division of the North Carolina Department of Justice. The employee provides daily supervision to staff involved in the regulation of employment and training of deputy sheriffs and detention officers in local Sheriffs Departments, and all telecommunicators in North Carolina. The Section oversees the North Carolina Sheriffs' Education and Training Standards Commission mandated courses, the regulation of instructors and schools, maintenance of active and inactive certification and training files, administration of the Professional Certificate and Awards Program, the investigation of potential rule violations, and the development and implementation of the administrative rules governing the area. Employee provides daily supervision to staff in performing a variety of certification, compliance, training and investigative work, coordinates the criminal investigation and enforcement activities, and administers the Sheriffs' Supplemental Pension Fund. Employee coordinates criminal background searches of applicants/officers, coordinates investigations of rule violations or related issues, reviews issues with the legal counsel, participates in administrative hearings, and staffs the Sheriffs' Probable Cause Committee. Work involves providing technical assistance to many agencies in the criminal justice system, and research and implementation of mandatory programs. The employee represents the Commission's interests in other venues. Work is performed independently under the general guidelines established by the Sheriffs' Education and Training Standards Commission and employee functions under the administrative supervision of the Director, Sheriffs' Standards. Work is reviewed in terms of objectives met and overall effectiveness of the programs.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee establishes short and long range goals and plans to meet Commission mandated and advisory objectives, including the draft of administrative rules, and to meet daily work needs. Establishes, implements and monitors short-range goals, plans and priorities to meet daily work and investigative needs and research projects. Employee makes adjustments to work to meet frequently changing needs and increases in workload.

Organizing and Directing - Employee organizes and directs all daily work activities within the program. Employee organizes work and work assignments, serves as technical advisor to the staff, monitors work and projects. Due to the varying areas of responsibilities, employee makes changes to staff assignments as needed.

Budgeting - Employee participates in budget recommendations for supplies, equipment, resources, travel and personnel. Employee manages the Sheriffs' Supplemental Pension Fund, and ensures that accurate records are maintained and that required reports are prepared. Budget questions are discussed with the Director, Sheriffs' Standards.

Training - Employee supervises staff in administering the employment standards, minimum training requirements, certification standards, and basic recruit training for deputies, detention officers, and telecommunicators across the state; this includes the development and implementation of the training courses in each of these areas. Employee supervises and monitors the training and development of staff.

Setting Work Standards - Employee participates in the development of policies, rules, procedures and guidelines concerning methods of compliance with programs. Employee is responsible for ensuring that office policies and procedures are carried out. Standards governing conduct of investigations, quality of written documents, and handling of evidence are maintained by professional review and consultation with the Director, Sheriffs' Standards. Employee establishes internal methods for monitoring the progress of work and communications with clients.

Reviewing Work - Employee monitors work of staff through direct supervision, reports, informal feedback, and consultation on assignments. Employee stays abreast of all projects and investigations through daily supervision of staff. Employee receives feedback from professionals in the field.

Counseling and Disciplining - Employee counsels staff concerning problems and needs. Employee solves problems as they arise based on existing policies and procedures. Significant problems are discussed with the Director, Sheriffs' Standards.

Performing Other Personnel Functions - Employee recommends staffing requirements, participates in the recruitment and selection of staff, conducts performance evaluations, and recommends performance increases and promotions.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is impacted by a high volume of work with frequent changes in policies, rules and programs. Employee must monitor the technical areas supervised, including the development and implementation of new certification and training standards and criminal investigations.

Variety of Work Supervised - Employee supervises a unit of administrative, training, certification, investigative, field representatives, and office support staff.

Number of Employees Directed – Employee is responsible for 8-12 positions.

III. EXTENT OF SUPERVISION RECEIVED: Employee carries out all duties independently. As required, the employee meets with the Director, Sheriffs' Standards; Special Deputy, Training and Standards, and the Commission on sensitive or legally complex issues.

IV. SPECIAL ADDITIONAL CONSIDERATION: There are no geographical limits on investigations. Field and training personnel provide services throughout the state of North Carolina.

V. RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities - Thorough knowledge of the Commissions' general statutes and administrative code and function and organization of Sheriffs' offices. Thorough knowledge of the legal principles and techniques of conducting a criminal investigation. Considerable knowledge of duties of Sheriffs' personnel and law enforcement agencies. Considerable knowledge of administrative rules review procedures. Considerable knowledge of the training necessary to prepare sheriffs' personnel for service. General knowledge of curriculum development and training methodology. Ability to organize, plan, coordinate and evaluate programs and work. Ability to communicate effectively with others, utilizing oral and written communication skills. Ability to supervise a staff of subordinates. Ability to analyze significant issues and to develop plans to resolve. Ability to establish program procedures and organization.

Minimum Training and Experience Requirements - Graduation from a four-year college or university, preferably with a degree in criminal justice, business or public administration or closely related field, with five years of progressive experience in the field of criminal justice including one year of supervisory experience; or an equivalent combination of training and experience.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.