

Pursuant to section 211 of the New York State Retirement and Social Security Law, the Franklin County Sheriff's Office is conducting a recruitment effort for the position of Undersheriff. We are canvassing to see if there are any non-retirees who would meet the minimum qualifications as outlined in the job description.

Agency: Franklin County Sheriff's Office

Location: 45 Bare Hill Road
Malone, NY 12953

Title: Undersheriff

Salary: \$50,000.00

Type of Appointment: Exempt

Nature of Activities: The work involves responsibility for directing, coordinating and supervising the civil, criminal, correctional and administrative operations of the Sheriff's Office. The Undersheriff has direct involvement in overseeing the various functions of the agency and providing professional law enforcement decisions to situations as they arise. Work is performed under general supervision with considerable leeway allowed for the use of independent judgment in planning the details of the work and resolving problems in emergency situations. Supervision is exercised over subordinate sworn and civilian personnel. Does related work as required.

Typical Work Activities:

- Executes all departmental policy, rules and regulations and assumes responsibilities in the Sheriff's absence;
- Reviews existing programs within agency to determine their effectiveness and accuracy and makes recommendations for improvements;
- Directs the administrative operations in the agency including personnel, staffing and scheduling;
- Prepares preliminary budget recommendations;
- Oversees and directs criminal investigations, serious incidents and internal investigations;
- Coordinates activities with other local, state and federal police agencies to ensure efficient operations of the Sheriff's Office;
- Provides specialized training for agency employees;
- Keeps a variety of records and prepares reports as required;
- Have experience in developing and implementing agency policies and procedures;
- Must have good written and oral communications skills

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and 5 years of law enforcement or corrections experience.

Deadline for Submission: October 15, 2015

Please address resumes to: Kevin A. Mulverhill
Sheriff of Franklin County
45 Bare Hill Road
Malone, NY 12953