

Civil Division: Oneida County Government
Jurisdictional Class: PJC – Pending Jurisdictional Classification
EEO Category: Officials/Administrators
Revised: 06/03/15

CHIEF DEPUTY
(TASK FORCE OPERATIONS)

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting the Sheriff, Undersheriff, District Attorney and Commissioner of Social Services with planning, administering, and supervising the Oneida County Child Advocacy Center. The Chief Deputy (Task Force Operations) is responsible for the formation of policies and procedures governing the operation and investigations of the Child Advocacy Center, which is a multi-agency consortium responsible for investigating and prosecuting sex offenses committed against children in Oneida County. This Unit is supervised to assure maintenance of safety, security and conformity to established laws and procedures. The Chief Deputy (Task Force Operations) functions under the administration of the Sheriff and Undersheriff. The District Attorney and/or First Assistant District Attorney direct case management and the Commissioner of Social Services provides program input. The program is reviewed through frequent conferences and reports, coordinating with the District Attorney and Commissioner of Social Services. The Chief Deputy (Task Force Operations) exercises general supervision over the Child Advocacy Center and employees assigned to the Child Advocacy Center from different community agencies. The Chief Deputy (Task Force Operations) will be responsible for agency and budgetary functions and training. The Chief Deputy (Task Force Operations) will attend public, educational and social functions on behalf of the Sheriff, District Attorney or the Commissioner of Social Services. The Chief Deputy (Task Force Operations) may serve in the capacity of the Chief Deputy Corrections and/or Chief Deputy Operations in their absence at the discretion of the Sheriff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Administers the daily operation and investigations of the Child Advocacy Center;
Supervises and evaluates employees assigned to the unit;
Coordinates with participating agency supervisors' initial or ongoing investigations;
Presides at meetings;
Coordinates the preparation of the annual budget and reports to the involved agencies and courts;
Supervises and coordinates the maintenance of all records;
Coordinates the development of efficient work schedules, training, and investigations;
Directs disciplinary matters to the appropriate supervising agency;
Develops policies and procedures for the unit and local investigations;
Inspects staff and operation of the Child Advocacy Center to ensure compliance with prescribed regulations and procedures;
Explores, procures and administrates funding sources through grants and in-kind donations;
Directs or coordinates investigations of alleged sexual abuse;

continued...

TYPICAL WORK ACTIVITIES: (continued...)

Appears and testifies in court when necessary;
Supervises the securing, marking and submitting of evidence to proper scientific laboratories in a prompt fashion, maintains evidence records, security of evidence and its proper disposition;
Meets with Commissioner of Social Services regarding budget and approval of purchases.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the applicable New York State and Federal Laws, rules and regulations including Penal Law, Criminal Procedure Law, and Civil Law; thorough knowledge of investigative methods and practices; good knowledge of current trends in statutes and case law; ability to establish and maintain effective working relationships with the courts and other agencies; ability to coordinate and supervise the work of others in a manner conducive to superior performance and high morale; ability to enforce rules and regulations fairly and firmly; ability to maintain accurate records; ability to act calmly and effectively in emergencies; personnel management and labor relations skills; good judgment; tact; courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree **AND** ten (10) years of law enforcement experience, including five (5) years of investigatory experience and five (5) years of supervisory experience overseeing the work of members of law enforcement; **OR**
- (B) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's Degree **AND** twelve (12) years of law enforcement experience, including five (5) years of investigatory experience and five (5) years of supervisory experience overseeing the work of members of law enforcement; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** fourteen (14) years of law enforcement experience, including five (5) years of investigatory experience and five (5) years of supervisory experience overseeing the work of members of law enforcement.

SPECIAL REQUIREMENT: In order to be eligible for appointment, candidates must meet all current requirements of Section 58 of the Civil Service Law and Section 3.1 of the Public Officers Law.

Adopted: 09/04/97
Revised: 05/21/98, 12/14/98, 06/05/12, 05/19/15, 06/03/15