

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Protective Service: Sworn
Revised: 04/20/11

DEPUTY SHERIFF LIEUTENANT (TECHNICAL)

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Sheriff's Department and involves responsibility to supervise, install and maintain computer hardware and software and oversee training on data processing techniques and equipment usage for department personnel. Additionally, the incumbent serves as a technical resource to other agencies concerning equipment and program compatibility. The incumbent performs duties, which relate exclusively to computer processing functions and involve access to confidential information. The work is performed under supervision of the Undersheriff, with leeway allowed for exercise of independent judgment in carrying out technical details of the work. Supervision is exercised over the work of a Deputy Sheriff Sergeant who aides in carrying out the data processing function as well as supervises the activities of subordinate non-technical Deputy Sheriff's. The incumbent performs related work as required and shall perform other duties as directed by the Sheriff and Undersheriff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and instructs Sheriff's Department personnel in conversion of manual records to computer processing, gathering and compiling data and use of computer equipment and software;

Analyzes work functions of departmental units to determine possibility of computer processing applications;

Ensures that department employees follow prescribed computer codes and protocols to provide consistency of data processing;

Supervises and maintains menus, and software applications for main-frame and P/C based programs, adjusting as needed to meet agency needs;

Acts as local area network administrator for P/C and mainframe computer systems;

Maintains program integrity by periodically checking to determine if data entry follows required format and department employees complete entries properly.

Modifies LAN user workgroup hardware, software, and microwave radio links to meet changing requirements;

Supervises, installs and tests mainframe and P/C hardware and software;

Coordinates contract or vendor support and maintenance activities for hardware and software;

Ensures that computer equipment is operating correctly and efficiently, contacts contracted maintenance personnel in the event of malfunction;

Maintains liaison with other county departments and municipal police agencies computer personnel to ensure resources are shared and maximized;

Develops schedules for preventive maintenance, performs routine maintenance on computer equipment based on manufacturer's specifications and equipment needs to include testing and replacement of parts and performs spot checks on equipment to detect flaws in performance;

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TYPICAL WORK ACTIVITIES: (continued)

Writes specialized software routines for systems where needed;
Prepares training programs on the use of computer hardware and software for department personnel;
Tests new releases of software upgrades to ensure system compatibility;
Write computer programs for mainframe and P/C based systems to adapt office functions to data processing applications, runs tests to ensure reliability and makes necessary modifications and revisions;
Prepares documentation, for users of on-line terminals, providing direction for use of electronic office and administrative software;
Generates data based management systems records and allocated data sets.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the operation of computer hardware and peripheral equipment; thorough knowledge of the capabilities of computer hardware and software products; thorough knowledge of modern police principles and procedures, together with a demonstrated knowledge of investigative methods and techniques; good knowledge of security methods and procedures used in a computer system; good knowledge of systems analysis applicable to computer system; good knowledge of systems analysis applicable to computer system; good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; ability to train personnel in hardware and software use and procedures; ability to identify and resolve hardware and software problems and deficiencies; ability to plan and supervise the work of others; ability to develop computer programs and adjust and adapt purchased software to a variety of applications; ability to plan and administer computer training programs for non-data processing personnel; ability to manually manipulate and alpha-numeric keyboard at a satisfactory rate of speed; ability to operate a computer; ability to instruct others in use and adaptability of purchased software to financial and statistical record keeping; ability to translate and adapt administrative and financial data and terminology to computer analysis; ability to install and use purchase operating, financial, and data base management system and utility software; must demonstrate leadership capabilities, good judgment, tact and excellent moral character.

MINIMUM QUALIFICATIONS: Two (2) years of permanent competitive class status as Deputy Sheriff Patrol-Sergeant.

SPECIAL REQUIREMENT: Eligibility for an appropriate level New York State Driver's License at the time of application. Possession of a valid license at time of appointment. This license must be maintained throughout appointment.