

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

### **DEPUTY SHERIFF SERGEANT (TECHNICAL)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Sheriff's Department and involves responsibility to install and maintain computer hardware and software and provide training on data processing techniques and equipment usage. The incumbent performs duties which relate exclusively to computer processing functions and involve access to confidential information. The work is performed under supervision of a Deputy Sheriff Lieutenant (Technical), with leeway allowed for exercise of independent judgment in carrying out technical details of the work. Supervision over the work of other employees is not a responsibility of employees in this class. The Incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Instructs and assists Sheriff's Department personnel in conversion of manual records to computer processing;

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

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;

Modifies LAN user workgroup hardware and software to meet changing requirements;

Installs and tests mainframe and P/C hardware and software;

Creates and maintains software backup files;

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

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

Prepares a variety of records and reports in connection with the operation of hardware;

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

Writes specialized software routines for systems where needed;

Prepares training and instruction manuals on the use of computer hardware and software products;

Identifies deficiencies and problems with computer hardware and software and recommends and implements solutions;

Implements and updates backup procedures to protect the computer system against machine/operational failure;

Writes computer programs to adapt office functions to data processing applications and runs tests to ensure reliability and makes necessary modifications and revisions;

Prepares documentation, for users of on-line terminals, that provides direction for use

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**TYPICAL WORK ACTIVITIES (cont'd):**

of electronic office and administrative software;  
Prepares input and output memory layouts and block diagrams to show sequence of computations for problem solution on computer and related peripheral equipment.  
Prepares sample test data, performs actual testing and makes modifications, revisions, and corrections to programs;  
Generates data base management systems records and allocates data sets.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the operation of computer hardware and peripheral equipment; good knowledge of the capabilities of computer hardware and software products; good knowledge of security methods and procedures used in a computer system; working knowledge of systems analysis applicable to computer programming; working 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 user personnel in hardware and software use and procedures; ability to identify and resolve hardware and software problems and deficiencies; ability to develop computer programs and adjust and adapt purchased software to a variety of applications; ability to manually manipulate an 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 date and terminology to computer analysis; ability to install and use purchased operating, financial, and data base management system and utility software.

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

**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.