CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4410 **TITLE:** CHIEF DEPUTY SHERIFF **GRADE:** C-33

DEFINITION:
Under direction of the Sheriff, and in accordance with federal, state, county and agency regulations, performs executive level managerial duties in the field of law enforcement, specifically in the areas of correctional services, community corrections, court services and administration; commands two of the four divisions of the Sheriff's Office; as well as other duties assigned by the Sheriff.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:
The Chief Deputy Sheriff class differs from the Deputy Sheriff Major class in that the Chief Deputy Sheriff class, appointed by the Sheriff, is responsible for the overall leadership of two of the four divisions of the agency whereas the Deputy Sheriff Major class commands one of those divisions.

ILLUSTRATIVE DUTIES:
Exercises direct supervision over the daily operations of the Sheriff's Office;
Acts for the Sheriff in his absence or at his direction;
Supervises the execution of civil and criminal processes received from Circuit and District courts and other jurisdictions;
Initiates and conducts criminal and internal investigations;
Prepares plans, programs and budget data for divisions;
May act as an avenue of appeal for inmate disciplinary hearings;
Gives testimony in court on actions taken during arrests and investigations in criminal matters;
Serves as the agency's liaison with judicial, legal and other governmental law enforcement agencies on matters of mutual interest;
Reviews emergency operations and response procedures within agency and with other public safety entities;
Develops and implements operating procedures;
Recommends, develops and implements policy changes;
Prepares correspondence in response to complaints and inquires;
Prepares reports of activities and incidents for supervisor and county officials;
Receives, documents and responds to citizens complaints;
Interviews and recommends candidates to fill civilian vacancies;
Oversees the training of subordinates to ensure they receive sufficient training to satisfactorily perform their duties and meet requirements mandated by law;
Conducts performance appraisals for both civilian and uniformed subordinates;
Provides supervisory direction and guidance to Deputy Sheriff Major;
Plans, schedules, assigns, and reviews the work of subordinates engaged in correctional services, community corrections, court services and administration.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:
Thorough knowledge of politics, procedures and practices of the department;
Thorough knowledge of federal, state and County laws and ordinances applicable to division operations;
Thorough knowledge of the standards of the American Correctionsal Association and the Virginia Department of Corrections as they pertain to the operation and administration of jails and detention facilities;
Thorough knowledge of agency standard operating procedures;
Thorough knowledge of the agency's riot, hostage, fire and disaster plans;
Knowledge of agency information technology system;
Knowledge of supervisory techniques and the ability to apply them effectively;
Demonstrated skill in the use of firearms;
Ability to eaffect a physical arrest;
Ability to maintain a physical fitness level appropriate to assignment;
Ability to make accurate observations and to communicate clearly and concisely, both orally and in writing;
Ability to establish and maintain good working relationships with fellow staff members, inmates and external departments and agencies;
Ability to work effectively under stress and to act calmly and quickly in emergencies;
Ability to plan and direct operations under a variety of conditions;
Ability to effectively handle situations requiring tact, diplomacy, fairness and good judgement.

EMPLOYMENT STANDARDS:
This position is in the exempt service.

REVISED: September 1, 2009
REVISED: August 5, 2002
ESTABLISHED: July, 1977