

# SNOHOMISH COUNTY JOB DESCRIPTION

## UNDERSHERIFF

Spec No. 1090

### BASIC FUNCTION

The primary duties of this class are in support of the County's Sheriff's Office Administrative functions. Responsibilities include managing the daily operations of the Sheriff's Office and representing the Sheriff as needed.

### STATEMENT OF ESSENTIAL JOB DUTIES

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Oversee the daily operations of the Sheriff's Office; keep Sheriff informed of administrative matters.
2. Represent the Sheriff at community functions and through media relations; serve on various County-wide boards as a representative of the Sheriff's Office, (i.e., SNOPAC, Health & Safety Council, YMCA).
3. Negotiate contracts with bargaining units within the Sheriff's Office with the assistance of the County Executive; represent the interests of the Administration with the contracted negotiator; define parameters set forth by the Sheriff regarding contracted decisions; ensure compliance with applicable labor agreements.
4. Oversee and perform disciplinary functions concerning office employees; monitor outcome of disciplinary actions.
5. Oversee budget expenditures; prepare annual budget for Sheriff's Office; network with representatives of the County Executive and County Council regarding budgetary matters.
6. Develop and implement administrative policies and procedures with the Sheriff; identify tasks or projects essential to Sheriff's Office; assign work projects to appropriate unit; follow up on progress of projects.
7. Supervise Bureau Chief of Operations, Bureau Chief of Staff Support, and other command staff within the Sheriff's Office; provide backup for the Public Information Officer.
8. Respond to inquiries from citizens concerning Sheriff's Office activities.
9. May perform all the duties of either Bureau Chief.

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- principles of law enforcement operations, administration and management
- Federal, state, and county laws, ordinances and charter provisions related to law enforcement
- budgeting and program planning concepts
- political environment

Ability to:

- analyze and resolve complex law enforcement problems
- organize and allocate resources to attain office objectives
- develop program plans, implement policies/programs; evaluate work accomplishments
- communicate effectively, both written and verbal, with people regardless of age, sex, social, cultural or ethnic background
- establish and maintain effective working relationships with office personnel, personnel of other public or private agencies, and the general public
- leadership of personnel toward fulfillment of Sheriff's Office mission
- demonstrate maturity of judgment in making decisions
- reinforce and share values of the Sheriff

### MINIMUM QUALIFICATIONS

This is an appointed position and is at the discretion of the Snohomish County Sheriff. Must pass job related tests.

### LICENSING/SPECIAL REQUIREMENTS

A valid Washington State Driver's License, unrestricted except as to vision, is required. Employees must be armed at all times while on duty and must carry official office identification when armed. Must qualify with a firearm on a regular basis.

### WORKING CONDITIONS

Positions in this class typically require daily dealing with distraught or difficult individuals; operate a motor vehicle on public roads; and constant work in high stress, demanding and high profile situations.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **UNDERSHERIFF**

Spec No. 1090

Class established: Pre 1980

Previous Spec. No. 230120

This is an appointed, exempt position in the Sheriff's Office (not Civil Service)

New job description: 02/97

EEO Category: 1 – Officials and Administrators

Pay Grade: 607 – Sheriff Exempt Pay Plan

Workers Comp: 6905 Law Enforcement- Sheriff Officers