

Jurisdiction: Oneida County  
Jurisdictional Class: Non-Competitive  
Revised: 12/14/98

**CHIEF DEPUTY**  
**(TASK FORCE OPERATIONS)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves assisting the Sheriff, Undersheriff and District Attorney with planning, administering, and supervising the Oneida County Sexual Abuse Task Force. The Chief Deputy (Task Force Operations) is responsible for the formation of policies and procedures governing the operation of the Sexual Abuse Task Force, which is a multi-agency consortium responsible for investigating and prosecuting sex offenders 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. Case management is directed by the District Attorney, and program input is provided by the Commissioner of Social Services. The program is reviewed through frequent conferences and reports. General supervision is exercised by the Chief Deputy (Task Force Operations) over the Task Force and designated employees. Does related work as required.

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

Administers the daily operation of the Sexual Abuse Task Force;  
Supervises and evaluates employees assigned to the Unit;  
Coordinates with participating agency supervisors;  
Presides at meetings;  
Coordinates the preparation of the annual budgets and reports to involved agencies and courts;  
Supervises and coordinates the maintenance of all records;  
Coordinates the development of efficient work schedules and training, and recommends discipline;  
Develops policies and procedures of the Unit;  
Inspects the staff and operation of the Sexual Abuse Task Force, to ensure compliance with prescribed regulations and procedures;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the applicable New York State and Federal laws, rules and regulations; 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 judgement; tact; courtesy.

**MINIMUM QUALIFICATIONS:** Four (4) years of investigatory law enforcement experience.