



# Brazos County Job Description

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<b>Class Number:</b>	B1403	<b>Title:</b>	Chief Deputy Sheriff
<b>Pay Group:</b>	35	<b>Department:</b>	Sheriff's Office
<b>FLSA Status:</b>	Exempt	<b>Reports To:</b>	County Sheriff
<b>Approved Date:</b>		<b>EEOC Category:</b>	Officials and Administrators

## General Summary:

Assists County Sheriff in overseeing all operations and personnel within the Sheriff's Department; evaluates and reviews department policies, operations, systems, and utilization of personnel and equipment; oversees maintenance on all departmental equipment and vehicles; makes recommendations on and monitors departmental budget; coordinates training and training schedule; and stays updated with the Fair Labor Standards Act rules and regulations as well as other human resources rules and regulations relating to Sheriff's department personnel.

## Essential Duties:

- Conducts department staff meetings;
- Makes recommendations on and monitors departmental budget;
- Handles personnel matters within the department, including discipline and personal problems;
- Analyzes and evaluates personnel matters, including promotions, commendations, inter-department transfers, discipline, and applications for employment;
- Analyzes and evaluates the use of personnel and equipment in order to maximize efficiency;
- Oversees the maintenance of all departmental equipment and vehicles;
- Approves purchase orders and requisitions for department purchases;
- Interviews all prospective applicants for the Sheriff's Office;
- Maintains personnel files in compliance with and TCOLE rules, including certification and training records;
- Supervises patrol sergeants and office staff, including assigning and reviewing work, conducting performance reviews, and recommending and executing personnel actions;
- Coordinates all training, including scheduling within the department;
- Manages inventory of Sheriff's Department; and
- Assists other divisions, sections, or personnel as needed or directed.

Other Duties as assigned.

<i>Supervision</i>	
<b>Received:</b>	From County Sheriff
<b>Given:</b>	Supervises patrol sergeants and office staff, including assigning and reviewing work, conducting performance reviews, and recommending and executing personnel actions.

<i>Education</i>	
<b>Required:</b>	Advanced peace officer certification plus at least ten years of experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
<b>Preferred:</b>	

<i>Experience</i>	
<b>Required:</b>	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
<b>Preferred:</b>	

<i>Certificates, Licenses, Registrations</i>	
<b>Required:</b>	Advanced certification from the Texas Commission on Law Enforcement (TCOLE); and valid Texas motor vehicle operator's license.
<b>Preferred:</b>	

<i>Physical Demands</i>	
<b>Typical:</b>	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records, and occasionally must lift and/or move objects weighing 100 pounds or more. The employee may be occasionally called upon to perform acts of intense physical exertion during emergency situations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.
<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	Criminal and civil law; laws of arrest and search and seizure; supervisory management; investigations; traffic law; code of criminal procedure; bail bond law; TCOLE rules and regulations; Texas Jail Standards law; local governmental codes; and department policies and procedures. Safely operate vehicles, firearms and other law enforcement equipment, and other specialized equipment; physically restrain individuals; make decisions quickly; read and write reports, letters, and memos; operate a computer and/or typewriter; apply criminal investigative techniques; interpret laws, policies, and procedures; perform basic accounting and budget balancing and preparation; organize and direct personnel, recognizing problems and recommending solutions; establish and maintain effective working relationships with other law enforcement agencies, the District and County Attorneys' offices, other departmental employees, and the general public; demonstrate proficiency in both oral and written communication; maintain accurate records; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.
<i>Work Environment</i>	
<b>Typical:</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of this job, the employee is constantly required to work under time pressures to meet deadlines, perform multiple tasks simultaneously, work closely with others as part of a team, and work an irregular schedule. The noise level in the work environment is usually moderate.