

**INGHAM COUNTY
JOB DESCRIPTION**

UNDERSHERIFF

General Summary

As second in command, assists the Sheriff in planning, administering and coordinating the activities of the office. In the absence of the Sheriff, assumes command of the office.

Essential Functions

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Establish operational goals and policies for the office.
2. Plan, prepare and implement financial transactions.
3. Supervise the general operation of the office, interpreting and implementing policies set forth by the Sheriff. Make authoritative recommendations concerning hiring, firing, promotion and disciplining of employees.
4. Attend meetings of the Board of Commissioner's liaison committee as the Sheriff's representative for budget requests and other office matters.
5. Coordinate specifically delegated projects or office activities with other county, state, and law enforcement agencies.
6. Coordinate the Sheriff's budget preparation and presentation to the Board of Commissioners in accordance with county policy and procedures.
7. Assist Human Resources' Director in the preparation and negotiation of contracts as they affect the Sheriff's Office.
8. Oversee grants, court actions and other administrative procedures as they affect the Sheriff's Office.
9. Act as Sheriff in his/her absence.
10. Perform related duties as required.

Other Functions

11. None listed.

Employment Qualifications

Education: Bachelor's degree.

Experience: Ten years of related experience.

Other Requirements:

M.C.O.L.E.S. certification required.

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License: Must possess and maintain a valid Michigan driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

Ability to access departmental files.

Ability to enter and retrieve information from computers.

Travels to major crime scenes to advise and assist command officers and may be required to perform the functions of a command officer.

Working Conditions:

Works in office conditions

Exposure to inside of jail.

Exposure to inmates convicted of various criminal offenses.

Required to deal with people in various states of intoxication, emotional and mental conditions.

Travels throughout the County and State to attend meetings and represent the Sheriff's Office.