



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Sheriff's Office

- Job Title:** DEPUTY SHERIFF CAPTAIN (PROMO)
- Salary Range:** \$87,563 – \$113,664\*  
(\*Based on years of service employed with Saratoga and serving in specified title)
- Work Location:** 6012 County Farm Road, Ballston Spa NY 12020
- Classification:** Competitive (This Position is being filled on a *provisional* basis pending the results of a civil service exam to be given at a later date)

#### Job Description

The work involves responsibility for commanding the operations of a division or unit within the Sheriff's Office. An incumbent in this class serves as a command level supervisor of all policing activities. Work is performed under the general supervision of the Chief Deputy with considerable leeway allowed for the use of independent judgement in planning the details of work. This position differs from that of Deputy Sheriff Lieutenant by the virtue of increased management level responsibility. Supervision is exercised over various personnel or an assigned division or unit. Does related work as required.

#### Minimum Qualifications

Candidates must be currently employed with the Saratoga County Sheriff's Office on a permanent full-time basis and serving as Deputy Sheriff Lieutenant for at least 26 weeks.

#### Typical Work Activities (\*Illustrative)

- Directs activities of subordinate personnel, including subordinate personnel in supervisory positions of an assigned division or unit;
- Investigate complaints, allegations or other breeches of discipline or professional misconduct of staff;
- Makes periodic inspections of personnel, equipment, facilities, records, reports, inventories, vehicles, and weapons and directs corrective action as necessary;
- Ensures that complaints are dealt with promptly and thoroughly within the jurisdiction of the Sheriff's Office;
- Directs police activities at major incidents, which may include civil disturbances, the execution of warrants and other serious or sensitive matters;
- Assigns work of subordinate staff and reviews performance;
- Serves as a public information officer for the agency as directed;
- Represents the Sheriff at community meetings, hearings or public gatherings;
- Prepares a variety of state, federal, local and internal reports;
- Plays an active role in the hiring process for Deputy Sheriffs;
- Conducts internal investigations within the Sheriff's office, proposes and/or ad discipline;



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### Deputy Sheriff Captain – P2

- Interviews candidates for internal promotions or assignments and makes recommendations concerning promotions;
- Develops and updates departmental policy and procedures and ensures compliance;
- Ensures compliance with mandated training requirements;
- Represents the Sheriff in labor management meetings and the implementation of the collective bargaining agreements;
- Receives and makes initial determinations on internal grievances;
- Performs other related duties as necessary.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This Position is being filled on a **provisional** basis pending the results of a civil service exam to be given at a later date

### To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue to be accepted until July 9, 2024**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*