



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Sheriff's Office

Communications Division

PROMOTIONAL OPPORTUNITY

Job Title: Desk Sergeant

Salary Range: \$60,251 - \$84,222*
(*Based on years of service employed with Saratoga County in specified title)

Work Location: 6012 County Farm Road, Ballston Spa, NY 12020

Classification: Competitive (**Provisional Appointment**)

Job Description

This position is responsible for supervising the activities of Desk Officers during an assigned shift in the Emergency Communications Center of the Sheriff's Office. The incumbent is responsible for the training and supervision of Desk Officers, evaluating their performance, ensuring the implementation of established policies and procedures. This is a key position directly related to the life and safety of the public and the emergency service agencies served. Incumbents must be able to function in a calm and sound manner during emergency situations, and take appropriate action efficiently. Support of dispatch duties may be required as necessary. Work is performed under the general supervision of the Director of Communications with leeway allowed in accordance with established department policies, rules and regulations. Does related work as required.

Minimum Qualifications (at least)

Employees must be currently employed in a full-time permanent status with the Saratoga County Sheriff's Office, Communications Division, currently serving as Desk Officer for at least two (2) years.

Typical Work Activities (*Illustrative)

- Supervises the activities of Desk Officers assigned to their shift;
- Oversees communication coordination between police, fire and EMS to ensure cooperation and continuity of operations;
- Conducts training, development and evaluation of subordinates;
- Participates in development, dissemination and implementation of training, procedures, and protocol information;
- Directs activities of emergency responders by setting priorities of assignments based on information received;
- Operates radio equipment to direct appropriate and necessary responders to emergencies and calls for service;
- Ensures members under their supervision adhere to established departmental policies, rules, and regulations of the agency;



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- May maintain records of all calls and actions that have taken place by compiling data into reports;
- Prepares daily activity/incident reports for his/her shift;
- Documents and reports to the Director all equipment problems and malfunctions, problems, or significant activity. Makes appropriate calls for service or repairs when necessary;
- Assists as directed, and performs as assigned, additional duties and/or tasks delegated by the Director of Communications;
- Authorizes leave and schedules personnel assigned to his/her shift ensuring appropriate coverage;
- Perform related duties as required.

**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

- Provisional Promotion Opportunity

To Apply (via online 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 through the date posted, or until the vacancy has been filled.

****This opportunity is being offered on a provisional basis pending the results of a Civil Service exam to be scheduled at a later date****

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.