



(2022-29)

4211010

**POSITION VACANCY ANNOUNCEMENT**  
**BELKNAP COUNTY**

<b><u>Position Title</u></b>	<b><u>Labor Grade</u></b>	<b><u>Salary Range</u></b>	<b><u>Department/ Division</u></b>	<b><u>Posting Date</u></b>	<b><u>Work Shift</u></b>
Chief Deputy	31	\$33.93- \$46.98	Sheriff	6/1/2022	Exempt

**SPECIAL INSTRUCTIONS:**

**Closing Date for submitting Application:** An application is required and may be completed by going to the County's website ([www.belknapcounty.org](http://www.belknapcounty.org)) clicking on the "Employment" tile and "Apply on-line", or [click here](#). Resumes are encouraged but will not serve as a replacement for the required application. Questions contact: Deb Laflamme, Human Resources, 34 County Drive, Laconia, NH, 03246; Phone 603-729-1245. Position will remain open until filled.

**GENERAL SUMMARY:**

Under the general supervision of the Belknap County Sheriff, conducts administrative, supervisory, and technical work of a responsible nature in connection with the general operations, administrative, and staff function of the Belknap County Sheriff's Department, or work related or non-related as designated by the Sheriff. Assumes full responsibility in the absence of the Sheriff. Has thorough knowledge and understanding of the Revised Statutes Annotated (RSA) and any amendment made as it relates to the Office of the Sheriff.

**ESSENTIAL JOB FUNCTIONS:**

- ◆ Works under very limited supervision following departmental rules, regulations, and policies requiring the ability to plan and perform operations to complete assigned tasks according to a prescribed time schedule.
- ◆ Performs complex work governed generally by broad instructions, objectives, and policies within the framework of statutes, usually involving frequent changing conditions and problems.
- ◆ Work involves frequent contacts with others beyond immediate associates – the general public, personnel of state, county and municipal departments / agencies – to obtain or furnish technical or other information requiring tact and the advance preparation of factual data for the proper correlation of public services.
- ◆ Work is usually performed under typical office conditions. However, during times when field work is required such as civil disorders, major crime investigations or under emergency type conditions, exposure to accident, life threatening conditions and hazardous conditions may result in personal injury, disability or death.
- ◆ Accuracy, organization, and integrity of work product is mandatory because errors of omission or commission being difficult to detect may result in considerable cost due to inaccuracies in reports or basic

records, inadequate investigations and failure to maintain the desired standard of a major public service. Work is not subject to immediate verification, audit or check.

#### OTHER DUTIES AND RESPONSIBILITIES:

- ◆ Ability to supervise, assign, and review the work of subordinate members. Ability to deal effectively and impartially with the general public, law enforcement professionals, prisoners, witnesses, and victims of crimes.
- ◆ Ability to evaluate, assess, draft, and / or implement departmental directives and policies as it relates to job or assignment issues for the purpose of notification, clarification or developing new work methods.
- ◆ Thorough knowledge of the rules and regulations of the Belknap County Sheriff's Department as well as the state statutes pertaining to law enforcement and civil process.
- ◆ Knowledge in the area of civil rights, search and seizure, arrest, self incrimination, and vicarious liability.
- ◆ Ability to research law.
- ◆ Participates in and directs major investigations. Assists law enforcement agencies with necessary assistance in areas of problem solving, investigations or manpower assistance.
- ◆ Conducts or coordinates internal affairs investigations.
- ◆ Maintains all personnel records.
- ◆ Maintains current inventory of all departmental equipment and is responsible for reordering or ordering new equipment.

#### SKILLS / EXPERIENCE / TRAINING REQUIRED:

- ◆ Must be a certified full time law enforcement officer through the State of New Hampshire and New Hampshire Police Standards and Training Council with 10 continuous years of law enforcement experience with 3 years in a supervisory capacity. It is desired the candidate possess a bachelor of science or bachelor of arts degree with a specialty in criminal justice or business or the equivalent specialized training in both law enforcement supervision and command management.

#### SUPERVISORY RESPONSIBILITY:

- ◆ Assumes full responsibility of the department in the absence of the Sheriff.
- ◆ Directly oversees the operation and performance of the civil, criminal, and communications divisions.
- ◆ Directly oversees the operation of administrative personnel.
- ◆ Directly oversees the operation of court security personnel.
- ◆ Directly supervises and evaluates the activities and performance of all supervisors.
- ◆ Conducts meetings with divisional supervisors.

## WORKING CONDITIONS / PHYSICAL DEMANDS:

- ◆ Must be in good physical condition, be subject to a thorough background investigation, polygraph examination, and psychological evaluation.
- ◆ May be subject to personal hostility and the potential exists for sustaining serious bodily harm or the possibility of death in the performance of duties.
- ◆ May experience periods of outside work subject to all weather conditions and extremes.
- ◆ Travel by departmental vehicle both in and out of county is required.
- ◆ Must be accessible 24 hours a day, 7 days a week.
- ◆ More than half of working time is spent in normal office setting, not subject to extreme variations of temperature, noise, odors, etc.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

**FOR ADDITIONAL INFORMATION INQUIRE AT THE HUMAN RESOURCES OFFICE,  
34 COUNTY DRIVE, LACONIA, NEW HAMPSHIRE 03246**

## **GENERAL PROVISIONS**

In the event the County determines applicants are equally qualified and a County Employee seeks by promotion to fill this vacancy, preference will be given to County Employee.

Position postings not carrying a specific closing date under Special Instructions may be closed without notice after five working days.

In the event the County determines applicants are equally qualified after the oral interviews, and an applicant has furnished proof of entitlement with his/her application, a veteran shall receive preference in hiring related decisions.

"An Equal Opportunity Employer M/F/DP/V"