REVISED 22 JUN 1990

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Sheriff's Major	CODE: 02098
	MAJOR AGENCIES: County Sheriff	JURISDICTION: County

FUNCTION: Under administrative direction from sheriff or other administrative supervisor, plans, directs & coordinates all functions of major division or bureau in county sheriff department;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Supervises all functions of major division or bureau in county sheriff department & assists sheriff in development of policies & budget.	Knowledge of (1) budgeting*, (2) management supervision, (3) public relations, (4) state & federal criminal laws & regulations, (5) police methods & procedures; skill in (6) operating police equipment; ability to (7) define problems, collect data, establish facts & draw valid conclusions, (8) calculate fractions, decimals & percentages, (9) prepare meaningful, concise & accurate reports, (10) gather, collate & classify information about data, people or things, (11) handle sensitive inquiries from & contacts with officials & general public, (12) demonstrate physical fitness.
2		Inspects work of all field officers to see that operations are carried out uniformly throughout county & conducts meetings of staff officers in order to assure uniform methods of law enforcement.	Knowledge of 2, 3, 4, 5; skill in 6; ability to 7, 8, 9, 10, 11, 12.
3		Represents sheriff in public relations activities.	Knowledge of 3, 4, 5; ability to 7, 9, 10, 11.

*Developed after employment

1231:1-6-02 (32)

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
Exposed to physical harm; may work outside exposed to weather.	Requires possession of certificate of having successfully completed approved basic peace officer training program per Section 109.77(A) of Revised Code, plus: 1 yr. service as Sheriff's Captain, 02097 or other length of service at lower rank as required by bargaining contract. Valid driver's license. Probationary period may be 1 yr. if requested by appointing authority & approved by Director of Administrative Services.