Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: UNDERSHERIFF

SALARY: $130,926 - $165,686 annually

LOCATION: Rochester, New York

PURSUANT TO SECTION 211 of the New York State Retirement and Social Security Law, The Monroe County Sheriff's Office is conducting a recruitment effort for the position of Undersheriff. We are canvassing to see if there are any interested non-retirees who would meet the minimum qualifications of the Sheriff.

JOB SUMMARY:
This position is responsible for the overall administration of the daily operations of the divisions within all bureaus of the Monroe County Sheriff's Office which include the Police Bureau, Jail Bureau, Civil Bureau and Court Security. The Undersheriff receives general supervision from the Sheriff and provides general supervision to the Chief Deputy Sheriff, Jail Superintendent, Deputy Sheriff Supervisor (Civil), Court Security Supervisor and division Majors. Must be available during all shifts to respond to emergency situations. The Undersheriff serves at the pleasure of the Sheriff.

SHERIFF MINIMUM QUALIFICATIONS:
Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Criminal Justice, Police Science or closely related field plus ten (10) years of law enforcement experience that includes a minimum of three (3) years in a supervisory capacity as a Civil Service Captain or higher within a New York law enforcement agency. The required experience must include managing the daily activities of a police officer work force of not less than 150. Candidates must have experience in developing budgets, minority recruitment, collective bargaining, labor relations, investigating complaints against personnel, evaluating performance, counseling and discipline of police officers in a department of at least 500 sworn officers. Must have a background which includes experience and supervision in the area of communications, criminal investigations, road patrol and road patrol supervision.

SPECIAL REQUIREMENTS:
1. Possession of a Police Officer Training Certificate issued by the New York State Bureau for Municipal Police Training Council at the time of appointment.
2. Must be a resident of Monroe County at the time of appointment.
3. Must be a United States Citizen at the time of appointment.
4. Possession of a valid class D license to operate a motor vehicle in New York State at the time of application.

NOTE: A competitive civil service examination is not required for this position in the Exempt classification.
The position serves at the pleasure of the Sheriff of Monroe County, and the appointment may be rescinded, at will, by the Sheriff.

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SPECIAL REQUIREMENTS (continued):
This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:
Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:
Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: January 1, 2026

Posting Deadline: Until Filled

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