

ADMINISTRATIVE ASSISTANT TO THE SHERIFF

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and clerical position that is responsible for the day-to-day operations of the Office of the Sheriff. Responsibilities include performing a variety of coordinated and specialized tasks to provide logistical, administrative and office management support. The work involves performing and coordinating support functions ranging in difficulty from moderate to complex, including record keeping, report preparation and maintenance, and extensive public contact. Work is performed under the general supervision of the Sheriff with considerable leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and maintains highly confidential records, correspondence, and files;

Screens callers on multiple lines, answers questions verbally or in writing, and handles routine matters pertaining to the administration of the Department that includes coordinating and scheduling meetings;

Screens general Department correspondence and forwards it as required to the necessary person, office, component, or internal department for follow-up;

Acts as a liaison to external officials and senior staff of other internal departments in order to exchange information and/or obtain approval/signatures;

Carries out recurring duties independently, shifting priorities in response to changing schedules or conditions;

Performs special projects and assignments as directed;

Assists and responds to requests for information from staff and the public in person or by phone, provides basic information on department and assigned program policies and procedures;

Types, scans, enters, records, proofreads and processes a variety of documents including general correspondence, reports, memos and statistical charts from rough draft, or verbal instruction, may compose routine correspondence;

Maintains a variety of statistical records, checks and tabulates statistical data, prepares routine statistical reports;

Types and drafts a wide variety of finished documents;

Perform general office support activities as required;

Utilizes a computer to input information/data and to create, edit, compile, manipulate, and retrieve files and/or databases and create reports;

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Troubleshoots complaints and resolves conflicts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office procedures, terminology and equipment;
Good knowledge of the use of personal computers;
Working knowledge of the Department and its functions;
Ability to handle routine administrative details independently, including the composition of letters and memoranda;
Ability to understand and carry out complex oral and written instructions;
Ability to exercise diplomacy while gathering information from others and making inquiries;
Ability to convey information and explain or discuss Sheriff's Office policy and procedure with others in person or by telephone;
Ability to evaluate and prioritize multiple assignments in an efficient and timely manner;
Ability to multitask;
Ability to maintain a high level of confidentiality regarding sensitive information
Ability to establish effective working relationships with a wide variety of people; Ability to understand and interpret complex oral and written information; Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
Ability to perform close, detail work involving considerable visual effort and strain;
Ability to organize and maintain accurate records and files;
Troubleshoots complaints and resolves conflicts;
Strong organizational skills;
Good judgment;
Dependability;
Detail orientated;
Integrity;
Initiative.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree

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and two years of administrative and clerical experience in an office setting; OR

B) Graduation from high school or possession of an equivalency diploma and four years of administrative and clerical experience in an office setting; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

R1178

1/10/23