SECRETARY TO THE SHERIFF

JOB CODE: 6200
DEPARTMENT: Tioga County Sheriff's Office
CLASSIFICATION: Exempt
SALARY GRADE: Management/Confidential
ADOPTED: 11/01; Revised 04/05, 05/12; 08/19 Tioga Co. Personnel & Civil Service; revised 3/2020

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving the performance of a variety of administrative tasks, while serving as the secretary to the Sheriff. The incumbent works in a highly confidential capacity with considerable leeway allowed for independent judgement in carrying out assignments. The incumbent relieves the official of administrative details such as arranging conferences, meetings, answering routine correspondence and inquiries, as well as maintaining the efficient functions of the office. The incumbent works with highly confidential information and must exercise discretion in its handling. The incumbent in this classification may be designated to serve as the Emergency Preparedness Secretary including responsibility for financial activity. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
- Establishes and maintains confidential records of activities of the department and personal files for the Sheriff;
- Uses discretion in dealing with a wide variety of highly confidential information;
- Maintains Sheriff's appointment calendar by scheduling conferences and meetings;
- Reviews incoming correspondence, answers routine inquires independently or from brief oral and written notes;
- Responsible for disseminating news releases to the press and updating and maintaining social media venues;
- May attend meetings and conferences, takes minutes, prepares summaries of meetings;
- Orders various supplies/equipment;
- Operates various office equipment such as: personal computers, scanners, fax machines, copying machines, etc.;
- Liaison for troubleshooting various problems with office equipment and if necessary, contacting appropriate technicians for resolution;
- Receives calls and callers, providing information, assistance and referral;
- Assists in the preparation and control of the department procurement and budget;
- May assist in administrative assignments as deemed necessary by the Sheriff.
- Maintains budgetary accounts and processes purchase orders and billing requests;
- Supervises the maintenance of agency payroll and personnel;
- Tracks grant funds and compiles data for reports to claim reimbursements for Emergency Management;
- Compiles data from various financial records to use in the preparation of reports, including grant submissions and federal and state aid claiming as well as the contact for fiscal inquiries and audits;
- May train and supervise subordinate clerical staff and develops office procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office practices, and terminology, procedures and equipment, including personal computers; good knowledge of business English and arithmetic; ability to handle administrative details independently, including the composition of routine correspondence; ability to maintain confidentiality in regard to departmental matters; depending upon assignment; Good knowledge of the organization and functions of the agency to which assigned; may require ability to understand and carry out moderately complex oral written directions ability to

communicate effectively, with others orally or in writing. Resourcefulness; initiative; tact; courtesy and physical condition commensurate with demands of the position.

PREFERRED QUALIFICATIONS: Graduation from high school or possession of a high school equivalency **and either**:

a. Possession of an Associate's degree from a regionally accredited or New York State registered college; and two (2) years of full-time (or the part-time equivalent) office clerical experience; **OR**

b. Four (4) years of full-time (or the part-time equivalent) office clerical experience; **OR**

c. Any combination of training and experience equal to or greater than that specified in (a) and (b) above.