

SECRETARY TO THE SHERIFF

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

DISTINGUISHING FEATURES OF THE CLASS: This is a high level clerical position involving the performance of a variety of secretarial and administrative tasks, while serving as the secretary to the Sheriff. The incumbent relieves the official of administrative details such as arranging conferences, meetings, and answering routine correspondence. The incumbent must work with sensitive and/or confidential information and must exercise discretion in its handling. Work is performed under the general supervision of the department head or administrative supervisor. Maintains a high level of confidentiality. The incumbent in this classification may be designated to also serve as the Emergency Preparedness Secretary and to perform related duties as such. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Maintains confidential and personal files for the Sheriff, and directs the operation of the files system of the agency both manual and computerized.
- Uses discretion in dealing with a wide variety of confidential information;
- Makes appointments for the Sheriff or designee(s), arranges conferences and meetings;
- Reviews incoming correspondence, answers routine inquires independently or from brief oral and written notes;
- May attend meetings and conferences, takes minutes, prepares summaries of meetings;
- Establishes and maintains filing systems, orders and maintains supplies;
- Operates office equipment such as: personal computers, electric typewriters, word processors, copying machines, etc.;
- Receives calls and callers, providing information, assistance and referral;
- May assist in the preparation and control of the department procurement and budget;
- Keeps confidential records of activities of the department;
- May assemble, summarize, and input a variety of information and data;
- May carry out special projects and studies at the department head's request;
- May take and transcribe stenographic notes or operate dictating equipment depending upon departmental assignment;
- May assist in completing any other administrative task as deemed necessary by the Sheriff.

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