

## **CONFIDENTIAL SECRETARY TO THE SHERIFF**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized work involving the responsibility for performing secretarial and administrative functions with a considerable level of independent judgment. The work is performed under the general supervision of the Sheriff or the Sheriff's designee and in accordance with specific policies and objectives. Supervision may be exercised over a small number of employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Respond to general and confidential correspondence and compose letters for official signature;  
Respond to phone and in-person inquiries by providing information, taking messages, and referring the public to appropriate staff;  
Maintain regular and confidential files;  
Make appointments for the Sheriff and maintain calendars for the Sheriff and Undersheriff's;  
Maintain, review and prepare a variety of records, reports, spreadsheets, manuals and statistical data, (e.g. payroll, overtime and staffing reports, personnel records, purchase orders, vouchers, disciplinary actions);  
Prepare and maintain a variety of contracts for the Sheriff's office;  
Maintain audit and legal files and archive storage;  
Prepare a variety of legal documents and may take and record notes at meetings;  
May pay invoices and assist with purchasing functions;  
May assist with the preparation of budgets, and statistical information on asset forfeiture, including federal and New York State grants.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of office terminology, procedures, and equipment; good knowledge of office management; good knowledge of administrative principles and practices; ability to prepare correspondence, reports and other materials; ability to communicate effectively, both orally and in writing; ability to carry out complex oral and written instructions; ability to supervise the work of others; ability to establish and maintain cooperative working relationships with others; ability to use computer programs and applications (e.g., Microsoft Word, Excel, Publisher).

**MINIMUM QUALIFICATIONS:** Qualifications determined by appointing authority.