

ADMINISTRATIVE ASSISTANT TO THE SHERIFF

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position serving in a staff capacity as an Executive Assistant to the Sheriff. The work involves responsibility for assisting the Sheriff in the day to day operations of the Office of the Sheriff concerning policy related matters and special projects. Work is performed under the general direction of the Sheriff with discretionary latitude given for the exercise of independent judgment in performing assigned responsibilities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Makes inquiries into departmental related matters, as required;
Prepares back-up reports and resource materials for policy formulation for the Sheriff;
Serves as the Sheriff's liaison with local, County, State and Federal officials as appropriate;
Represents the Sheriff at County and County related public meetings as assigned;
Responsible for completing special projects for the Sheriff;
Responsible for establishing written policy which is in line with the mission of the Office of the Sheriff as established by the Sheriff;
Communicates with community and citizens groups on resources and programs offered by the Office of the Sheriff;
Coordinates and oversees the work of office personnel;
Prepares a variety of periodic and special reports as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of administrative practices;
Good knowledge of the principles and practices of organization and management;
Ability to express oneself clearly and concisely, both orally and in writing;
Ability to analyze facts and to exercise sound judgment;
Ability to prepare and maintain a variety of reports;
Ability to coordinate various projects and tasks from beginning to end with specific attention given to details.

MINIMUM QUALIFICATIONS: To be determined by the appointing authority.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.