

**DEPARTMENT:** SHERIFF'S OFFICE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** NOVEMBER 30, 2015

**ADMINISTRATIVE ASSISTANT - SHERIFF'S OFFICE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative position at the Sheriff's Office. The work involves managing, monitoring, and administering financial and general personnel operations of the Sheriff's Office. The incumbent performs duties related to, but not limited to, fiscal management, budgeting, supervision, and personnel management. The work involves fiscal policy development, implementation and interpretation, analyzing and monitoring program funds, grants and expenditures; furnishing periodic financial reports and overseeing account keeping activities for federal, state and local grants; and monitoring programming and reporting. Supervision is exercised over the work of administrative, professional and clerical personnel in assigned areas of responsibility. The work is performed under the general direction of the Sheriff and Undersheriff with latitude permitted for the exercise of independent judgment in carrying out assignments in accordance with established policies and procedures. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Plans, organizes, manages and monitors all financial activities and assists in the planning, organization and direction of general operations in the Sheriff's Office;
2. Plans, develops and implements policies, procedures and systems for fiscal and operational issues in accordance with state and federal laws and local rules including processes to monitor the effectiveness of departmental fiscal systems; policies related to accounting, purchasing, and contract management; and new departmental fiscal management systems;
3. Plans, develops and implements policies and procedures for personnel operations as it relates to fringe benefits, payroll, and Workers Compensation/NYS General Municipal Law Section 207C;
4. Develops the annual department operating and capital budget to include securing budget estimates and conducting budget studies;
5. Prepares grant applications and implements all executed grants as it relates to program and fiscal responsibilities such as filing quarterly fiscal and progress reports;
6. Supervises and prepares quarterly reports and grant claims, and monitors expenditures including capital expenditures and revenue collections;
7. Oversees the operation of the payroll department, purchasing, accounts payable, supply and equipment inventory, contracts and other fiscal activities of the department;
8. Interprets state and federal directives, bulletins, and procedural material within his/her area of responsibility and develops procedures to implement same;
9. Prepares, maintains, and issues periodic fiscal and statistical statements and reports for department use;
10. Monitors departmental expenditures, capital expenditures, and revenue collections;
11. Provides direct administrative supervision for clerical and fiscal personnel in the Office and provides training to staff on new and existing policies and procedures;
12. Composes/authors and prepares correspondence, memoranda, reports, legislative resolutions,
13. Prepares a variety of reports related to the work using statistical and narrative information;
14. Reviews and approves all paperwork on new employees which includes briefing employees on benefits, retirement, salary, etc.;
15. Explains county policies, benefits, procedures applicable to bargaining unit, Civil Service Law, etc as it pertains to employees;
16. Verifies personnel data for the annual budget, including benefit and longevity dates;
17. Maintains personnel files, conducts and completes personnel studies, and prepares reports on vacancies;
18. Completes all forms for Workers' Compensation and NYS General Municipal Law Section 207(C) as well as monitors and attends hearings;
19. Attends meetings as necessary.

**CONTINUED**

## **ADMINISTRATIVE ASSISTANT - SHERIFF'S OFFICE CONTINUED**

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

Thorough knowledge of policies and procedures of governmental accounting and procedures of cost accounting; thorough knowledge of proper practices, policies, procedures and techniques of public personnel administration; thorough knowledge of state and federal practices, laws, rules and terminology regarding the administration of Sheriff's Office financial programs; thorough knowledge of financial administration including budgeting, purchasing, and grant administration; good knowledge of federal, state, and other funding sources related to Sheriff's Office activities; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to organize, prepare and maintain accurate personnel and other complex records; ability to analyze financial data and to make appropriate recommendations; ability to develop, implement and monitor policies and procedures; ability to develop and maintain effective professional relationships; ability to communicate effectively both orally and in writing; ability to plan and supervise the work of others; ability to establish good working relationships with others; resourcefulness in handling administrative problems; sound professional judgment; integrity; tact; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

**AND:** Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and two (2) years of full-time paid administrative or office management experience which shall have involved maintaining computerized financial and personnel records in a database or spreadsheet application and preparing reports. One (1) year of qualifying experience must have included supervision and/or responsibility for the direction of an organizational segment;

**OR:** Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and four (4) years of full-time paid administrative or office management experience which shall have involved maintaining computerized financial and personnel records in a database or spreadsheet application and preparing reports. One (1) year of qualifying experience must have included supervision and/or responsibility for the direction of an organizational segment.