

CHIEF OF STAFF (SHERIFF)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position advises the Sheriff on specifics of issues under consideration. Duties also include specific assignments regarding inter-departmental operations as well as department functions. The Chief of Staff (Sheriff) serves as direct contact with the citizenry, the media, other municipal, official and community organizations. Work also includes communications with the County Legislature and committees thereof. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the Sheriff in a variety of public and administrative capacities;
Responds to telephone calls and visitors and establishes priorities for submission to the Sheriff;
Attends Legislative meetings;
Conducts monthly Advisory to the Sheriff;
Resolves constituent complaints (sometimes requires meeting with them personally);
Assists with the New York State Sheriff's Association (NYSSA) Summer Camp planning with Youth Advisory Board (YAB);
Oversees Principal Office Assistants, Senior Office Assistants, Office Assistants and other clerical staff;
Attends PBA and PCSEA Negotiations;
Conducts interviews;
Acts as intermediary between the Sheriff and Division Heads;
Assists Sheriff in yearly Division Head reviews;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

MINIMUM QUALIFICATIONS:

Qualifications are determined by the Sheriff.