

CONFIDENTIAL ADVISOR TO THE COUNTY SHERIFF

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the County Sheriff, the incumbent of this position is responsible for advising the Sheriff and Sheriff's Department personnel on matters as directed by the Sheriff. The incumbent also participates in evaluations of issues as required and assists and advises the Sheriff on inter-departmental matters and training. Work is performed with wide latitude allowed for the exercise of independent judgment in applying professional knowledge to specific problems although this will be confined to the limits of the powers and duties of the County Sheriff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as a confidential advisor to the Sheriff;  
Researches the background to problems related to function, powers, and duties of the County Sheriff and his subordinates;  
Assists and advises the Sheriff on inter-department matters and training;  
Provides such additional advice as the Sheriff may require;  
Prepares written reports for the Sheriff;  
Attends meetings as required by the Sheriff;  
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.*

NOTE: The Confidential Advisor to the County Sheriff shall have no duties or responsibilities with respect to matters customarily handled by the District Attorney, the County Attorney, labor counsel or litigation defense counsel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS Thorough knowledge of the functions and practices of Putnam County Sheriff's Office and the position of County Sheriff; thorough knowledge of federal, state and county laws, statutes, rules and regulations; thorough knowledge of the County Charter and Administrative Code; ability to analyze facts and to apply procedures to problems; good professional judgment and demeanor; tact; courtesy.

MINIMUM QUALIFICATIONS: The Confidential Advisor to the County Sheriff shall be a Law School graduate from an accredited institution or one recognized by the Board of Regents of the New York State Department of Education.