

PRINCIPAL ASSISTANT TO UNDERSHERIFF

DISTINGUISHING FEATURES OF THE CLASS: This is important office management work in the County Sheriff's Office. Responsibilities include general office management, budget assistance, and secretarial support. Duties require a high degree of independent and confidential operation, including composing correspondence, involvement in budget preparation, and developing statistical data regarding departmental expenditures. Work involves extensive contact with other County departments and the general public, and is performed under general supervision of the Sheriff and/or Undersheriff. Supervision is provided to office clerical staff, including training of new staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Participates in the preparation, development and monitoring of the Sheriff's Office annual budget;
Collects and compiles data for preliminary budget preparation;
Plans, coordinates and reviews the work of clerical employees to maintain an orderly work flow;
Plans and organizes the maintenance of office facilities, equipment and supplies;
Verifies completed payroll and time records to insure accuracy;
Assists with preparation, coordination, and execution of grant funds;
Assists subordinate employees with difficult operations to ensure timely completion of work;
Establishes priorities and coordinates work activities to meet deadlines;
Responsible for preparation of quarterly financial reports for grant funds;
Maintains records of Federal Seized Asset Fund accounts;
Types budget reports, correspondence and other reports as directed;
Maintains check/cash receipt or disbursement ledgers;
Maintains postage meter records;
Maintains office logs to track specific areas (e.g., transmittals, toll calls, travel expenses, etc.);
Organizes and maintains filing systems;
Recommends changes in methods, procedures and organization to increase efficiency in unit operations;
Reviews daily production records to ensure accuracy and detect problems;
Reviews invoices to billing process to ensure accuracy and to detect problems;
Trains or provides training for new unit employees to use office equipment and other office procedures;
Performs a variety of related activities as required.

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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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Good knowledge of the methods and techniques of office management, organization and supervision; good knowledge of the principles and procedures of public administration and budget preparation; good knowledge of modern bookkeeping methods and procedures; good knowledge of office equipment and supply requirements; ability to plan, organize and supervise the work of others in a manner conducive to full performance and high morale; ability to analyze office work procedures; ability to acquire a good knowledge of the legal, administrative and procedural regulations applicable to the department; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships in the department and with the public.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree, and two (2) years of responsible experience in account clerical budget preparation or business administration, or, as a high level clerical/office manager performing duties involving the supervision of other employees; or
- b) Associate's degree, and four (4) years of responsible experience in account clerical budget preparation or business administration, or as an office manager performing duties involving the supervision of other employees; or
- c) Graduation from high school or possession of a comparable diploma and six (6) years of experience in account clerical budget preparation or business administration, or a high level clerical/office manager performing duties involving the supervision of other employees; or
- d) An equivalent combination of training and experience as defined by the limits of a), b) or c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.