



**CONFIDENTIAL ASSISTANT TO
SHERIFF**

Jurisdiction Class: Non-Competitive
Civil Division: County
Adoption: 7/2/1986 YCCSC
Revised: 5/25/2016
Revised: 5/17/2018
Revised: 1/10/2019

DISTINGUISHING FEATURES OF THE CLASS:

The employee in this class performs highly responsible, varied and confidential work requiring a high degree of discretion for the Yates County Sheriff. Involves acting as a Special Assistant for Research, Planning and Development of Operational Systems to satisfy the Sheriff's organizational needs and objectives. Works under general supervision of the Sheriff and may exercise supervision over non-supervisory personnel and secretarial/clerical staff. The major emphasis of this position is on the confidential nature of the work involved. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates the administrative duties and business functions of the Sheriff's office;
Assigns and supervises the work of Records and clerical staff;
Gathers, compiles and evaluates research data concerning departmental operations to maximize efficiency and effectiveness of available resources;
Assists in preparation of annual budget;
Monitors and prepares reports on expenditures of the department;
Assists in preparing grant funding proposals, including maintenance and reports thereof;
Assists in implementing projects and administering grant funds;
Acts as a liaison and meets with community and interest groups, other departmental representatives, county legislators, county departments, state agencies, municipalities, governmental and law enforcement officials;
Participates in the preparation and analysis of statistical and fiscal data required for but not limited to internal operations, by the State Department of Corrections, by the State Comptroller, county departments;
Represents the Sheriff, as necessary, in hearings and administrative proceedings, including personnel matters;
Attends conferences and seminars;
Assists and prepares correspondence and reports;
Participates in the evaluation of personnel and current positions and recommends any needed changes to ensure efficient and capable provision of needed services to the public;
Acts as a liaison with employees of the Sheriff's office and members of the public to resolve any employee and citizens' complaints and concerns before use of any formal grievance procedures, where feasible;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods and techniques of office management and organization with respect to current principles, procedure, and terminology of law enforcement administration;
Good knowledge of effective supervisory techniques;
Good knowledge of modern office equipment, practices and procedures;
Ability to gather, assemble and analyze facts for special projects;
Ability to plan and carry out administrative details;
Ability to organize and supervise the work of subordinates in a manner conducive to full performance and high moral;
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
Ability to understand and carry out complex oral and written instructions;
Ability to prepare detailed reports;
Good judgment, tact and courtesy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered college and university with a Bachelor's degree in Criminal Justice, Public or Business Administration or minimum of (120) credit hours; AND one year

- of experience with a public or private agency in operations, planning, budget or research; OR
- b) Graduation for a regionally accredited college with an Associate degree in Criminal Justice, Public or Business Administration or minimum of (120) credit hours; AND three years of experience with a public or private agency in operations, planning, budget or research; OR
 - c) Graduation from high school or possession of a high school equivalency diploma; AND seven years of experience in criminal justice, public or business operations, planning, budget, grants or research; AND two years of experience in a supervisory capacity; OR
 - d) Any equivalent combination of training and experience as defined by the limits of (a); (b) or (c) above.