



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **CONFIDENTIAL SECRETARY TO THE SHERIFF**
Jurisdictional Class: Exempt (NYSCSC 5/14/08)
Civil Division: County
Adoption: CSM 5/9/07
Revised: CSM 12/12/18

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for the independent performance of complex and confidential secretarial and administrative support functions for the Sheriff. The incumbent relieves the official of administrative details such as arranging conferences and meetings and answering routine correspondence. The work calls for the frequent exercise of independent judgment in giving out information regarding departmental policies and practices, and in planning the routine of the office. The incumbent works under the general supervision, receiving detailed instructions only where policies have not been determined. The incumbent also maintains the level of professionalism by maintaining confidentiality within the office environment. Employee in this title may exercise immediate supervision over the work of clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in maintaining contacts with units under the Sheriff's supervision, screening material submitted by staff members for compliance with procedures and policies before forwarding to the Sheriff for action or decision, scheduling appointments, answering a variety of inquiries by telephone and in person, and by preparing answers to correspondence for the Sheriff's signature;

Collects information to be used as a basis for reports, memoranda and prepares summaries and reports of various phases of the agency's programs;

Oversees and assists in maintaining and monitoring the department's social media platforms;

Provides payroll assistance and backup (for payroll) to the Fiscal Officer;

May research and prepare grant applications for various projects by researching, planning and developing strategies;

May administer and coordinate grant and other funding awards to insure compliance with applicable rules and regulations of funding agencies;

Maintains confidential and personal files for the Sheriff, and directs the operation of the files system of the agency both manual and computerized;

Receives and reads all mail addressed to the Sheriff, personally answering many letters and attaching background material to that referred to the Sheriff for action;

Keeps confidential records of the agency;

Types correspondence, memorandum, and reports and other documents using a personal computer or typewriter;

May supervise the work of other clerical employees;

Participates in other administrative functions such as departmental budget preparation and control and maintenance of the department's purchase orders;

Participates in the reconciliation of departmental expenditures and revenues for the Sheriff;

Performs other work as required or assigned by the Sheriff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of current principles and practices of business administration and budgeting;
Thorough knowledge of the policies, laws, and regulations relating to local government;
Working knowledge of local government structure, interdepartmental and interagency relationships;
Thorough knowledge of business arithmetic and English;
Ability to handle routine administrative details independently, including the composition of letters and memoranda;
Ability to plan and supervise the work of others;
Ability to understand and carry out complex oral and written instructions;
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
Ability to operate an alpha-numeric keyboard to enter and retrieve data from a computer database;
Ability to learn software such as but not limited to word processing, spreadsheets, databases, etc.;
Resourcefulness; integrity good judgment;
Physical condition commensurate with demands of the position.

SUGGESTED OR PREFERRED QUALIFICATIONS:

Either:

- (A) Graduation from a regionally accredited or registered 2-year college with an Associate's Degree in Secretarial Science, Office Technology, Business Administration, or related field; **OR**
- (B) Graduation from high school **AND** 3 years of clerical experience which shall have involved typing and maintaining financial accounts including accounting/budgeting; **OR**
- (C) An equivalent combination of training and experience as outlined by the limits of (A) and (B) above.