

ADMINISTRATIVE PROCESS SERVER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervising the technical and non-technical operations within the Ulster County Sheriff's Office, or in applying policy. This position manages, administers, and ensures compliance with GML 207-C disability benefits, Worker's Compensation, NYS disability and FMLA leaves of absence. The work is performed under the general supervision of the Sheriff. The work is reviewed primarily through review of reports. Supervision is exercised over the work of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists administrative superiors in carrying out technical and non-technical operations for the Ulster County Sheriff's Office;

Manages the processing of work-related and personal injury claims ensuring compliance with legal standards and regulations;

Files NYS disability claims and FMLA leaves of absence;

Instructs personnel in proper procedures;

Maintains employee's medical files;

Prepares detailed narrative, statistical and financial reports;

Answers difficult inquiries and informs administrative superiors on GML 207-C disability benefits, Worker's Compensation, NYS disability and FMLA leaves of absence as well as those working on light duty;

Attends meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and methods; thorough knowledge of the laws, rules and regulations pertaining to NYS Workers' Compensation (including disability) and GML 207-C; good knowledge of the methods of keeping financial accounts and records; ability to supervise the work of others; ability to prepare detailed narrative, statistical and financial reports; ability to get along well with others; ability to be courteous yet firm with the public; good judgment; tact.

MINIMUM QUALIFICATIONS: Either:

Administrative Process Server

Page 2

- A. Possession of a Bachelor's or higher level degree and one (1) year of experience in public administration, personnel administration, insurance administration, workers compensation claims management, disability benefits administration or closely related field involving responsibility for interpreting and applying laws, rules and regulations; **OR**
- B. Possession of an Associate's degree and three (3) years of experience in public administration, personnel administration, insurance administration, workers compensation claims management, disability benefits administration or closely related field involving responsibility for interpreting and applying laws, rules and regulations; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in public administration, personnel administration, insurance administration, workers compensation claims management, disability benefits administration or closely related field involving responsibility for interpreting and applying laws, rules and regulations; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
0120 ADM PRC SV
Classification: Competitive
NUMGT

Adopted: February 18, 1999
Revised: May 5, 1999
Revised: February 25, 2026