

CONFIDENTIAL SECRETARY TO THE SHERIFF

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class functions as the personal secretary of the Sheriff, performing a variety of clerical/ secretarial tasks requiring confidentiality. The position requires the ability to type and the ability to take and transcribe dictation. Supervision received is of a general nature. Considerable leeway is allowed for the exercise of independent judgment. Supervision is exercised on occasion over clerical assistants. 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.

Types letters, memoranda, reports and other materials;

Composes routine correspondence and memoranda;

Takes and transcribes dictation;

Records and types minutes of hearings and meetings;

Maintains files and records; disposes of records as allowed by records retention schedule;

Gathers and compiles information for and prepares narrative and statistical reports;

Opens and distributes mail, making decisions on whether any particular piece of in-coming mail warrants the Sheriff's personal attention;

Maintains a close working relationship with other agencies;

Answers telephone, gives out information and schedules appointments for the Sheriff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; skill in taking and transcribing dictation at an acceptable rate of speed; skill in typing at an acceptable rate of speed; ability to carry out oral and written directions; ability to compose correspondence, memoranda and other written material; ability to compile and organize information for and prepare a variety of narrative and statistical reports; ability to get along well with others; clerical aptitude; tact; courtesy; physical condition commensurate with the demands of the position.

RECOMMENDED MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma and three (3) years of secretarial experience; **OR**
- B. Four (4) years of secretarial experience.

Note: College level study in secretarial science, business administration or related field may be substituted for up to two (2) years of the required secretarial experience on a year-for-year basis.

ULSTER COUNTY
1680 CON SEC SH
Classification: Exempt
NUMGT

Adopted: June 28, 1994