

SECRETARY (SHERIFF'S DEPARTMENT)

DISTINGUISHING FEATURES OF THE CLASS: In the Sheriff's Department, an employee in this class performs a variety of clerical and secretarial tasks requiring the ability to type. Depending on the office where assigned, an employee in this class may also be required to take and transcribe dictation. The employee may also function as a member of the rape squad, assisting victims of rape and gathering information about the crime. Supervision is not a function of an employee in this class. 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 correspondence, memoranda, reports, affidavits, jackets for civil papers and other material;

Files vouchers, correspondence, reports, bills and other materials;

Sorts and distributes mail;

Answers telephone, takes messages and directs callers;

Prepares vouchers, purchase orders and requisitions;

Logs civil papers served, bail money received, mail sent and other materials;

Makes out checks and keeps record of checks issued;

May take and transcribe dictation;

May talk with rape victims to gather information about the crime and to help them overcome the emotional trauma associated with rape; refers victims to additional counseling, psychiatric and medical services as needed;

May speak to community and school groups and associations about the crime of rape.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of Sheriff's Department procedures, rules, regulations and policies; ability to type at an acceptable rate of speed; ability to follow oral and written instructions; ability to get along well with others; depending on the office where assigned: ability to establish a rapport with rape victims to elicit information from them and ability to take and transcribe dictation; clerical aptitude; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience; **OR**
- B. Two (2) years of clerical experience; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY
5850 SEC SHER
Classification: Competitive

Adopted: November 18, 1980
Revised: January 14, 1981