

## **SENIOR ADMINISTRATIVE SPECIALIST (SHERIFF'S OFFICE)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for office management and specialized work involving the frequent exercise of independent judgment in planning and coordinating technical and non-technical activities within the Ulster County Sheriff's Office, or in applying policy. The incumbent will facilitate and administer the General Municipal Law (GML) Number 207C, ensure compliance with laws, rules and regulations, and communicate with attorneys, Worker's Compensation Board (WCB), NYS Retirement System, UC Self Insurance and third party vendors to coordinate benefits and actions when appropriate. A significant portion of the work involves typing, organizing, and corresponding. Work is performed under general supervision with wide leeway allowed for independent decision. Supervision may be exercised over subordinate employees. 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 specialized services for the Ulster County Sheriff's Office;

Reviews, investigates and processes all injury claims (work related and non-work related) and ensures compliance with laws, rules and regulations;

Gathers and furnishes confidential information concerning claims to attorneys and carriers;

Conducts research on questions of statutory and case law as they relate to specific claims;

Processes and approves invoices for medical services;

Schedules claimants for independent medical evaluations (IMEs) and reviews the resulting reports from doctors;

Works closely with service providers in the medical field;

Files NYS disability claims and FMLA leaves of absence;

Monitors the progress of all employees on light duty status;

Collects and compiles budget data, assists in the preparation of the budget and the maintenance of budget control;

Informs administrative superiors of status of all employees on 207-C, Worker's Compensation, NYS disability and FMLA leaves of absence as well as those working on light duty;

Submits recommendations for the improvement of procedures and the solution of administrative problems;

Corresponds, both written and verbally, with attorneys, Worker's Compensation Board (WCB), NYS Retirement System, UC Self Insurance and third party vendors to coordinate benefits and actions when appropriate;

Maintains employees' medical files;

Prepares narrative and tabular reports;

May work with the Ulster County Personnel Department regarding new hires, terminations, civil service and recruiting;

May supervise inventory control of departmental supplies, equipment and related records;

May testify as a representative of the County at hearings and trials;

Performs other administrative tasks as requested by the Ulster County Sheriff or their designee.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of office terminology, procedures and methods; thorough knowledge of Business Arithmetic and English; good knowledge of the principles and practices of office and personnel management; good knowledge of the functions of local government and the relationship among departments; working knowledge of the principles and practices of account keeping and budget control; ability to understand and interpret the Federal, State and local laws, rules, regulations and policies pertaining to insurance with emphasis on NYS Workers' Compensation law (including disability) and GML 207-C; ability to understand, interpret and apply complex oral and written directions; ability to maintain confidentiality; ability to create and prepare correspondence and reports; ability to type accurately at an acceptable rate of speed; ability to secure the cooperation of others and to deal effectively with the public; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; ability to use automated office equipment; good judgment in solving complex clerical and administrative problems; initiative and resourcefulness; tact, courtesy, integrity.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from an accredited college or university with a Bachelor's or higher level degree and two (2) years of full-time paid, or its part-time equivalent, work experience in an administrative professional position which involved responsibility for administrative details; **OR**
- B. Graduation from an accredited college or university with an Associate's degree and four (4) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A above; **OR**

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- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A above; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

ULSTER COUNTY  
5965 SR ADM SPE  
Classification: Competitive  
Union: UCSA  
MGT

Adopted: June 16, 2021