

SHERIFF'S ASSISTANT I

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently performing clerical operations and support tasks in the Ulster County Sheriff's Department. The incumbent will perform routine tasks as well as the operation of a personal computer involving the responsibility for the entry and retrieval of information using software and the compilation of letters, memoranda and forms. Work is performed under the general supervision of a higher level employee with limited leeway allowed for the exercise of independent judgment. This class differs from Sheriff's Assistant II by the more limited scope of duties and decision-making responsibilities. 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.

Answers agency telephone, directing callers to the proper person or office and gives information of a routine nature;

Acts as a receptionist by receiving callers and visitors, ascertains their business, and refers them to the appropriate person or office;

Performs various clerical tasks and prepares various reports utilizing a computerized data base;

Adds, deletes and updates various records utilizing a computerized database;

Researches different types of records utilizing a computerized database;

Types forms, form letters, payrolls, bills, vouchers, records, catalog cards, reports, index cards and similar material;

Makes necessary staff appointments as directed;

Sorts and distributes incoming and out going mail;

Sorts correspondence, vouchers, memoranda, reports and other materials;

Makes and checks routine arithmetic computations;

Maintains records and prepares simple reports;

May perform clerical work for the general staff as required;

May assist in the taking of inventories;

May collect funds and account for monies received;

May keep employee time records and prepare payrolls;

May utilize a variety of electronic data processing equipment in the course of carrying out various clerical duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of data entry and the use of computerized databases; working knowledge of business arithmetic and English; ability to type from clear copy or rough draft at an acceptable rate of speed; ability to understand and follow oral and written directions; ability to get along well with others; ability to write legibly and keep accurate records; clerical aptitude; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Successful completion of the eighth grade in school; or its equivalent.

ULSTER COUNTY
6782 SH AST I
Classification: Competitive
Grade: 5
Union: UCSEA

Adopted: September 24, 2010