

SHERIFF'S ASSISTANT II

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently performing complex clerical operations and support tasks in the Ulster County Sheriff's Department. The incumbent will assist in relieving the administrative staff with any day-to-day clerical and operational details. This position is distinguished from that of Sheriff's Assistant I by virtue of its expanded scope of program support tasks, increase level of decision-making and the relatively small amount of time spent in the operation of office equipment. Work is performed under the general supervision of an administrator with leeway allowed for the use of independent judgment in carrying out the details of the work. 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 utilizing a computerized data base.

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

Sorts and distributes mail;

Answers telephone, takes messages and directs callers;

Maintains case files and written and oral reports;

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

Makes out checks and keeps records of checks issued;

Prepares a variety of clerical and stock keeping tasks;

Prepares vouchers, purchase orders and requisitions;

Receives, stores and issues supplies and equipment;

Checks incoming supplies and equipment against bills, vouchers and requisitions to ensure proper receipt and approval for payment;

Prepares and maintains stock control records and reports;

Sets up and maintains records of perpetual inventory for ready reference;

Maintains facility library;

May take and transcribe dictation;

May order supplies and equipment;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of data entry and the use of computerized databases; good knowledge of business arithmetic and English; good knowledge of agency policy, rules and regulations; ability to understand and carry out oral and written directions; ability to type at an acceptable rate of speed; ability to plan and supervise the work of others; ability to get along well with others; ability to write legibly and keep accurate records; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Successful completion of the eighth grade in school, or its equivalent and one (1) year of full-time experience, or its part-time equivalent; **OR**
- B. Two (2) years of full-time paid clerical experience, or its part-time equivalent.

ULSTER COUNTY
6783 SH AST II
Classification: Competitive
Grade: 7
Union: UCSEA

Adopted: September 24, 2010