

Civil Division: Oneida County Government
Jurisdictional Class: Exempt
EEO Category: Officials & Administrators
Adopted: 02/27/15

SECRETARY TO SHERIFF

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Sheriff's Office and involves the responsibility for independently performing varied secretarial and clerical operations and for relieving the Sheriff of administrative detail. The work calls for the frequent exercise of independent judgment and furnishing information regarding Oneida County Sheriff's Office policies and practices. It is a position of special trust and confidence, requiring exchange of sensitive and confidential information. Correspondence duties are distinguished by the fact that many letters of a routine recurring nature are composed by the incumbent. This work is performed under the general supervision of the Sheriff with detailed instruction received in instances where policies have not been determined. The work is confidential in nature and may involve direct supervision of a small staff of lower grade secretarial or clerical personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as secretary to Sheriff;
Relieves Sheriff of office detail by making appointments, receiving calls and callers and referring them to the proper persons;
Takes and transcribes dictation of letters, minutes, memoranda, and a variety of other matters;
Maintains an appointment schedule for the Sheriff;
Maintains files in a neat and orderly fashion;
Processes incoming mail according to policy of Oneida County Sheriff's Office;
Composes and types routine correspondence, applying knowledge of the Oneida County Sheriff's Office;
Arranges travel reservations and special meetings as needed;
Assists Sheriff in daily routines as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of general office terminology, procedures and equipment; comprehensive knowledge of English; thorough knowledge of policies and regulations as related to the Oneida County Sheriff's Office; ability to handle routine office details independently, including the composition of reports, resolutions, letters and memoranda without dictation; ability to maintain confidentiality; ability to plan and direct a small staff of lower grade clerical personnel; tact and courtesy in dealing with others; initiative; resourcefulness; accuracy.

MINIMUM QUALIFICATIONS: Appointed on the basis of secretarial experience, and other such qualifications, as the Sheriff may determine appropriate.

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