

Executive Assistant to the Sheriff Tompkins County

Department: Sheriff's Office

Classification: Exempt

Labor Grade: Confidential Grade 63

Approved: 0

Revised: 12/04; 12/12; 2/24

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or N.Y.S. registered college with an Associates Degree; **OR**
2. Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience, one year of which must have been in accounting or account keeping; **OR**
3. Four years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience, one year of which must have been in accounting or account keeping;
4. Any combination of training and experience equal to or greater than that described in (a), (b) or (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative level position involving responsibility for the performance of a variety of complex, clerical, accounting and administrative tasks. The incumbent is responsible for processing pistol permits, income and property executions, issuing identifications, emergency response guidance, providing general information and accounting for all money paid into the Sheriff's Office. The essential nature of the work is such that a substantial degree of personal confidence will exist between an incumbent in this position and the Sheriff. This position may assist administration with budgeting, fiscal management and statistical record-keeping/reporting. Internal and external contacts occur on a regular basis. There is frequent interaction between this position and the staff of other County departments and various external agencies. This position routinely utilizes a high level of computer skills including a variety of word processing, graphic applications, and spread-sheet programs. An incumbent in this class exercises a very high level of autonomy when performing the duties of the position. The work is performed under the general administrative direction of the Sheriff or his designee. Supervision of others is not generally a function of this position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Responsible for the processing of civil papers and other clerical functions of the Sheriff's Office;
- Processes pistol permit applications;
- Receives executions, assigns numbers, calculates county fees and interest, prepares tab and account sheets and distributes executions for service and/or mail executions;
- Maintains files of executions served on judgment debtors and prepares execution for service on debtor's employer if debtor fails to respond during the legal time limit;
- Makes deposits, writes checks, reconciles bank accounts and maintains check ledger
- May type travel authorizations, workers' compensation form, annual report, personnel transaction forms (MSD-428), monthly work schedule, board resolutions, budget transfers and adjustments, contracts and correspondence;
- May notarize affidavits of service of summonses, statement for Investigators and a variety of other forms (if licensed as a notary);

- May review a variety of more complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;
 - Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;
 - Renews status of accounts adjustments are made and takes appropriate action as authorizing payment, issuing checks or preparing bills;
 - Tracks audits and monitors a variety of accounts, verifies adjustments are made to correct allocations and issues reports as required;
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 - May prepare federal and state grants and prepares invoices for the federal and state grants;
 - May monitors expenditures to maintain budgetary control;
 - Prepares funds for deposit, reconciles accounts and prepares reports from information;
 - Provides information orally or in writing in response to inquiries on status of accounts;
 - Processes, sorts, indexes, records and files a variety of control records and reports;
 - Operates calculator, computer terminal, check writing machine and other related office equipment;
 - May perform support functions under the direction of the Sheriff in preparation of the Departmental budget including data collection, reconciliation, preparation of budget forms, analysis summaries and graphs;
 - Interacts directly with internal and external customers of the Sheriff when carrying out the directives of the Sheriff;
 - Assists the Sheriff and Undersheriff in developing, reviewing, administering and assessing policies related to the Office of the Sheriff;
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- May manage departmental revenues and expenditures for the Office of the Sheriff and processes requisitions and vouchers for payment;
 - Reads incoming mail, conducts general correspondence and routes balance to proper official or unit and manages equipment service and supplies (copier, fax, printers, phones etc.);
 - Reviews a variety of more complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;
 - Produces multi-media transmissions and presentations;
 - Receives executions, assigns numbers, calculates County fees and interest, prepares tab and account sheets and distributes and/or mails executions for service;
 - Maintains the files of executions served on judgment debtors and prepares execution for service on debtors employer if the debtor fails to respond during the legal time limit;
 - May communicate or distribute information to the public on behalf of the Sheriff's Office;
 - May assist with maintaining the office's website and social media accounts;
 - May process applications, schedule or coordinate projects for various programs;
 - Maintains a ledger for each attorney, recording attorney's share of payments received from judgment debtors and preparing monthly checks for each attorney;
 - May be required to complete payroll and related reports for entire department.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of office terminology, procedures, equipment, business arithmetic and English;
- Good knowledge of budget and accounting procedures;
- Good knowledge of computer spreadsheet, word processing and graphic application;
- Good knowledge of modern methods used in keeping and checking financial records and accounts;
- Good knowledge of the Sheriff's organization, the function, laws, policies and regulations that govern the Office of the Sheriff;
- Working knowledge of Federal and State laws;
- Working knowledge of the sections of Civil Practice Law and Rules relating to property and income executions;
- Ability to develop effective working relationships and deal diplomatically with the public;
- Ability to handle routine administrative details independently, including the composition of letters and memoranda;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Ability to perform close detailed work involving considerable visual effort and strain;
- Ability to accurately perform difficult arithmetic computations involving fractions, decimals, averages and percentages;
- Ability to operate an alphanumeric keyboard such as a typewriter, word processor, terminal or personal computer at an acceptable rate of speed;

- Resourcefulness, integrity, tact and good judgment are required;
- The employee's physical condition shall be commensurate with the demands of the position.

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Originally created 12/19/2000