



Yates County Office of Civil Service  
417 Liberty Street  
Penn Yan, NY 14527

## VACANCY ANNOUNCEMENT: SECRETARY TO SHERIFF

### YATES COUNTY IS SEEKING APPLICANTS FOR SECRETARY TO SHERIFF TO FILL 1 VACANCY

<b>Type of Appointment:</b>	Permanent	<b>Rate of Pay:</b>	\$22.25 per hour
<b>Position Status:</b>	Full Time		
<b>Classification:</b>	Exempt		
<b>Location:</b>	Yates County	<b>Contract:</b>	Non-Union
<b>Department:</b>	Sheriff's Office		
<b>Vacancy:</b>	1 position currently vacant	<b>Exam Date:</b>	Not Applicable
<b>Residency Requirement:</b>	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	<b>Application Fee:</b>	Not Applicable
<b>Posted:</b>	May 9, 2025	<b>Application Deadline:</b>	May 24, 2025

### SECRETARY TO SHERIFF - JOB DESCRIPTION

#### **DISTINGUISHING FEATURES OF THE CLASS:**

The Secretary provides a wide range of administrative and clerical services in support of the Sheriff, command staff and the overall operations of the Sheriff's Office. The employee is required to perform all similar or related duties.

**Supervision Required:** Under the general supervision of the Sheriff and Assistant to the Sheriff, the Secretary is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides instruction for new or unusual assignments. Unusual situations are referred to the supervisor for advice and further instructions. Supervisor reviews work to remain aware of progress, work methods, and technical accuracy. In many cases, the work is self-checking, for example, requiring accounts to balance before proceeding.

**Supervisory Responsibility:** The Secretary, as a regular part of the job, is not required to supervise other department employees.

**Confidentiality:** In accordance with the State Public Records Law, the employee has regular access at the departmental level to confidential information such as official personnel files, law suits, collective bargaining information (on behalf of the County), as well as department records.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may result in legal repercussions, jeopardize programs, monetary loss, and adverse public relations to the County.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** The work environment involves everyday discomforts typical of a public office subject to frequent interruptions. Noise or physical surroundings may be distracting, but working conditions are generally not unpleasant.

**Nature and Purpose of Public Contact:** Relationships are constant with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors or contractors doing business with the department. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. The employee may furnish news media, employees and the public with routine information such as meeting agendas or departmental operating and licensing procedures.

**Occupational Risk:** Duties of the job present little potential for personal injury when performing work in an office environment.

**TYPICAL WORK ACTIVITIES (Illustrative Only):**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Performs a wide range of administrative and clerical duties related to the operation of the Sheriff's office including but not limited to the preparation of correspondence, processing of department mail, filing of records, ordering of department supplies, the preparation of forms and documents; maintains department supplies and the maintenance of office equipment in good working condition.
- Screens and takes messages for the Sheriff and department staff and routes calls; returns calls received regarding routine information; act as liaison between the Sheriff and other County employees and/or officials as well as the local citizenry.
- Receives visitors to the department, answers question and furnishes information to the public, other law enforcement agencies and County officials concerning department policies, rules and regulations; receives complaints and responds appropriately including taking initiative to see that problems in certain situations are resolved; makes appropriate referrals to the Sheriff or command staff as necessary in order to resolve issues in an appropriate manner.
- Compiles reports for the Sheriff, command staff as required.
- Processes requests for pistol permits to include creation of folders, checklist and dissemination to proper authorities to commence investigation; assists with processing of FOIL requests.
- Processes some Accounts Payable: when needed. Required to attend training seminars or programs in order to maintain knowledge of changes in technology, laws and/or regulations pertaining to the operation of a Sheriff's department.
- Performs other duties as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

**Knowledge:** Working knowledge of office functions and modern office administrative operating practices and procedures, generally accepted accounting principles, as well as state and federal laws and or regulations that apply to the office. Working knowledge of the County's budgetary process. Working knowledge of departmental operations. Considerable knowledge of office software (i.e. Microsoft Word, PowerPoint, Excel, Publisher, Outlook), the Internet, social media, web site updates as well as specialized software pertaining to the operation of the Sheriff's Office such as LEMS, TraCs, time clock, civil soft code etc. Knowledge of FOIL regulations and guidelines.

**Abilities:** Ability to meet and deal with the public effectively in a tactful manner. Ability to handle problems and emergencies effectively. Ability to communicate clearly, both orally and in writing. Ability to operate common office equipment such as computer, scanner, copier. Ability to maintain sensitive, confidential information. Ability to maintain, manage and organize complex records. Ability to deal appropriately on behalf of the Sheriff with department employees, as well as local, state and federal law enforcement officials. Ability to multi task in order to complete assignments in a detailed, timely and organized manner.

**Skills:** Proficient customer service and secretarial skills. Proficient business writing and organizational skills. Exceptional interpersonal communication skills. Excellent data processing skill in the use of workstation computers and office software including word processing and spreadsheet applications as well as the Internet. Time management skills. Proficient oral and written communication skills. Flexibility to handle tasks as they arise and prioritize completion of additional duties. Ability to learn and accept additional tasks and coordinate with other office staff is essential to a harmonious office environment.

**PHYSICAL AND MENTAL REQUIREMENTS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform work assignments in an office environment. Lite lifting requirements for package and mail delivery.

**Motor Skills:** Position requires the application of basic motor skills to reach with hands and arms in order to perform activities such as operating a personal computer and/or most other office equipment, keyboarding, filing, and the sorting/filing of papers.

**Visual/Auditory Skills:** The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend in a sometimes-chaotic environment. The employee is rarely required to determine color differences.

**MINIMUM QUALIFICATIONS:**

- a) Graduation from high school or possession of a high school equivalency degree; AND
- b) Five to seven (5-7) years of progressively responsible experience in office administrative work, preferably in a municipal government setting; OR
- c) Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**SPECIAL REQUIREMENT(S):**

- a) Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

**EEOE / DISCLAIMER:**

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well.

The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**