

ADMINISTRATIVE AIDE

CHAUTAUQUA COUNTY OFFICE OF THE SHERIFF

SALARY RANGE: \$22.94 - \$29.52/HOUR +BENEFITS

The Chautauqua County Office of the Sheriff is currently accepting applications to fill one (1) Full-Time (40 Hours/Week) position of an Administrative Aide to work within the Sheriff's Office in Mayville, NY. This is an important Principal-level para-professional position involving responsibility for the performance of a variety of duties designed to free the attention of the department or division head for technical matters, planning and policy making. An employee in this class assists in the execution of departmental procedures and regulations and acts as a key assistant to a department/division head. This position differs from lower-level clerical/operational titles by being a supervising assistant in support of a department/division head with tasks in support of departmental or division-wide operations. The work is performed in accordance with policies outlined by the department/division head permitting the employee considerable latitude for the exercise of independent judgment. Immediate supervision is exercised over a clerical and/or operations staff, unless the incumbent is the lone operations administrator for the department. Does related work as required.

Typical Work Activities:

- Assists superior in the execution of departmental procedures, regulations and operations;
- Processes and follows up various requests for information;
- Develops and maintains contacts with departments and other public and private agencies to assist in solving mutual problems and assists in developing improved services and public relations.
- Acts as information clerk where a general knowledge of personnel, organization, department activities and established practices are involved;
- Maintains master tables and data files by entering data and auditing data files;
- Develops administrative support systems to facilitate the gathering, storage and creation of statistical report data and prepares related data base reports;
- Assists in the resolution of data system issues by working with software vendors and other computer support staff;
- Reads and makes recommendations or outlines alternatives on reports and special studies;
- Reads incoming mail and answers routine correspondence;
- Maintains good public relations;
- Researches and prepares releases to the news media for department supervisor approval;
- Attends meetings on behalf of supervisor when assigned;
- Carries out a variety of more difficult and complex clerical tasks;
- Assigns work, records work done and instructs new employees in the clerical work of an office;
- Operates copier, fax machine, typewriter, computer terminal and other common office equipment;
- May organize meetings, conferences and seminars;
- May perform legal research or other para-professional tasks in a legal office;
- May perform incidental typing;

This position is being filled as a provisional appointment from approved applications received. An incumbent in this position, will be required to take a competitive civil services examination to be scheduled at a later date.

Chautauqua County offers a comprehensive benefits package which includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Flex Spending Account | - Personal Days |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications:

Promotional – County Only: Candidates must be permanently employed in the competitive class of a Chautauqua County Department or Agency immediately preceding the date of appointment or written test as either:

- A. Account Clerk or Account Clerk-Typist* for two (2) years; OR
- B. Legal Secretary, Legal Secretary (Public Defender), Motor Vehicle Representative, Operations Assistant, Operations Assistant (Spanish Speaking), Senior Typist* or Tax Clerk* for one (1) year.

Open Competitive - Graduation from high school or possession of a high school equivalency diploma and either:

- A. Completion of an Associate's degree or two-year business college program in a secretarial science or business administration and two (2) years of clerical experience in an office environment; OR
- B. Completion of 60 semester credit hours with a concentration in business administration or secretarial science and (2) years of experience as listed in A above; OR
- C. Four (4) years of experience as listed in A above; OR
- D. An equivalent combination of training and experience as defined by the limits of A, B & C above.