

JOB POSTING
STEUBEN COUNTY SHERIFF

POSITION: Administrative Secretary
WORK SCHEDULE: Flexible schedule as assigned
JOB CATEGORY: COMOT (Clerical, Office Machine Operation, Technician)

DATE WRITTEN: September 1995 **STATUS:** Full-time
DATE REVISED: **FLSA STATUS:** Non-exempt

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

Specific duties are divided amongst Administrative Secretary employees, who are trained to perform all duties of the position:

Answers telephone, makes calls and greets office visitors, providing information and assistance;
Processes Department payroll, including reviewing time sheets, calculating hours, recording personal leave, preparing claims and entering on computer; Maintains Department personnel records;

Processes Department claims, including entering on computer, typing claims, checking calculations and other information and delivering to Auditor as required; Maintains Department petty cash account, recording disbursements, filing receipts, preparing claims;

Receives, records various payments on computer, prepares/makes daily bank deposits, writes various checks as required;

Types, notarizes, processes and assists the public with various forms, provides copies of records/reports according to Department policies and procedures;

Types and/or enters on computer a variety of documents and data, prepares/prints reports;

Maintains Jail accounts, depositing and recording checks as needed; Prepares and mails statements to Department of Corrections and related agencies as required or requested;

Processes incoming/outgoing mail daily;

Maintains inventory of office, commissary and other supplies, ordering as needed;

Assists Sheriff in preparing bi-annual computer budget estimates;

Assists and performs duties of other Administrative Secretaries in their absence or as needed.

REQUIREMENTS:

High school diploma or GED;

Working knowledge of standard office policies and ability to apply such knowledge to a variety of interrelated processes, tasks and operations;

Working knowledge of basic bookkeeping principles and ability to perform arithmetic calculations and receive, receipt and accurately record money;

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, typewriter, copier and calculator;

Working knowledge of standard English grammar, spelling and punctuation, and ability to compose and prepare correspondence and reports;

Ability to maintain the confidentiality of Department records and reports as required;

Ability to understand and follow oral and written instructions, and work alone and with others in a team environment;

Ability to work on several tasks at the same time and to complete assignments effectively amidst frequent distractions and interruptions, occasionally under time pressure;
Ability to effectively communicate orally and in writing with co-workers, other County departments, bank personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities;
Ability to occasionally work extended hours.

LICENSE/CERTIFICATION NEEDED: