

STAFF RESOURCE ASSISTANT II

STANDARD NO(S):

NYSLEAP: 2.2

DATE:

July 28, 2009

REFER TO:

Gary S. Sullivan

I. OBJECTIVE: In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

II. POLICY: To establish a job description for Staff Resource Assistant II in the Seneca County Sheriff's Office.

III. DETAILS:

A. Employment Criteria – This position involves assisting the Department Head or Department Manager. The Staff Resources Assistant has responsibility for much of the day-to-day operations of the office including maintaining a confidential file system, and is Secretary to the Department Head or other related Boards or Commissions. Employee has responsibility for interpreting departmental policies to the clerical staff and supervising employees in work as well as supervising the clerical support staff in a department. Does related work as required. Typical work assignments vary and are outlined below as illustrative only:

1. Supervises the clerical support staff in an office setting;
2. Secretary to the related board: assists in the preparation of the agenda, distributes informational and action materials and takes minutes for both the Board meetings and Sub-Committee meetings;
3. Reviews time sheets for accuracy and submits to Personnel Office;
4. Types and submits expense vouchers;
5. Maintains departmental personnel records assuring proper credentials;
6. Orients new employees on policies and procedures;
7. Makes weekly bank deposits;
8. Acquires departmental supplies;
9. Makes appointments and maintains appointment schedule for the department head or manager;
10. Types various documents.
11. Maintains confidential file system for the department and types all confidential correspondence;
12. Types, makes copies, and sends fax messages;
13. Prepares and submits travel statistics.

B. Full Performance Knowledges, Skills, Abilities & Personal Characteristics:

1. Good knowledge of office terminology, procedures and equipment.
 2. Ability to maintain records and prepare reports.
 3. Ability to type accurately at a moderate rate of speed.
 4. Ability to follow oral and written directions.
 5. Ability to communicate effectively with others, both orally and in writing.
 6. Good knowledge of time management, organizational skills, dependable, and have tact and courtesy.
- C. The position of Staff Resource Assistant II must meet all civil service requirements.**
- D. The Seneca County Sheriff and the Seneca County Personnel Office will establish all minimum qualifications.**

MINIMUM QUALIFICATIONS:

- A. Graduation from a Regionally Accredited or New York State Registered Two Year College or University with an Associate Degree in Secretarial Science, Business Administration, Human Resources or a related field and one year of experience in Office Administration or in a Supervisory capacity; OR
 - B. Graduation from high school or possession of a High School Equivalency Diploma and three years of experience in Senior Level Clerical Work, one of which must have been in Office Administration or in a Supervisory Capacity; OR
 - C. An equivalent combination of training and experience as defined by the limits of (A) and (B).
- E. Seneca County is an Equal Opportunity Employer**