

GENESEE COUNTY

PROGRAM COORDINATOR - SHERIFF

DISTINGUISHING FEATURES OF THE CLASS: This is important clerical work involving responsibility for Discovery Coordination and management of the Accreditation program, along with independently performing varied and complex clerical tasks within the Sheriff's department, this position requires a thorough understanding of specific laws, rules, regulations and procedures. An employee in this class has moderate leeway for the exercise of independent judgment in carrying out tasks, and works under general supervision. Difficult technical or policy problems are referred to a supervisor for decision, or for a review of recommended action. Supervision may be exercised over a small number of clerical staff. Does related work, as required.

TYPICAL WORK ACTIVITIES:

May act as secretary to an Administrator;
Assist in the development and implementation of procedures to establish and maintain compliance with current and evolving regulations related to NYS CPL 245.20 laws;
Tracking and compiling discoverable materials, may include case records, related photographs, surveillance and body camera footage, interview videos, dispatch communications reports and recordings and subsequent submission to the District Attorney's office;
Compile and transfer related case material to other law enforcement agencies and District Attorney's office;
Adhering to stringent compliance timelines;
Act as liaison between other agencies and the department pertaining to follow-up, correspondence, reports, findings and materials;
Ensure compliance with standards as outlined by the NYS Law Enforcement Agency Accreditation Council;
Submission of annual compliance surveys;
Track areas of non-compliance, working with administration to take corrective action to solve any found issues;
Search for training programs/courses while working closely with administration to meet compliance for mandated trainings;
Submit registration documents, pre-requisite certifications, arrange accommodations;
Prepare documents and other training related material, arrange payments, prepare expenditures, projected budget lines, certifications and their expirations notifying appropriate personnel as applicable;
Assist in the records office;
Answers correspondence (not involving policy decisions), process orders, records, reports and various requests and respond to other correspondence as required;
Prepares and assembles a variety of reports in accordance with established procedures;
Operates copier, electronic devices, office machines including computers, specific data bases and specialized software;
May act as a backup to civil personnel;
Does related work as required.

The above examples of duties are intended only as illustrations of the various types of work 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.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Thorough knowledge of office terminology, procedures, office software and equipment; thorough knowledge of the policies, laws and regulations relating to the program of the particular agency and ability to apply it to recurring work problems; ability to supervise the work of others; ability to understand and carry out complex oral and written directions; ability to prepare correspondence and reports; ability to deal effectively with the public; initiative and resourcefulness; tact and courtesy; integrity; good judgment.

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 essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency recognized by the NYS Department of Education, **AND EITHER:**

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree or higher in business administration or a closely related field;

OR:

- B. Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in business administration or a closely related field, **AND** two (2) years of full-time paid clerical experience;

OR:

- C. Four (4) years of full-time paid clerical experience.

Competitive Class
Adopted – 5/11/22