

ORANGE COUNTY CLASS SPECIFICATION

TITLE: LAW ENFORCEMENT ASSOCIATE **GRADE:** 05

TITLE ABBREVIATION: LAW ENFORCEMENT ASSOC. **TITLE NO.:** 569010

JURIS.CL: PC* **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: SHERIFF'S OFFICE

SUPERVISOR'S TITLE: DEPUTY SHERIFF AND CHIEF

***Pending approval from NYS Civil Service Commission as Non-Competitive**

DISTINGUISHING FEATURES OF THE CLASS: This work involves apprenticeship level work designed to familiarize the incumbent with the operations of the Orange County Sheriff's Office, leading to a career in law enforcement. An employee of this class is responsible for administrative tasks of a routine nature performed in accordance with established policies and procedures. Detailed instructions are given on new assignments. Routine assignments are performed independently. Following the successful completion of two (2) years in this title, it is anticipated employees will be eligible to compete in a promotional exam for Deputy Sheriff. Work is performed under direct supervision and does not involve the supervision of other employees. Incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

General Administrative Duties:

- Performs clerical support tasks such as data entry, photocopying, scanning, and mail handling;
- Drafts and prepares correspondence, forms, and reports assigned;
- Assists with scheduling appointments and maintaining calendars for administrative staff;
- Carries out any additional administrative duties assigned by the Sheriff or designee.

Accreditation Support:

- Collaborates with the Accreditation Manager to gather documentation and proof of compliance;
- Assists in reviewing policies and procedures to ensure alignment with accreditation standards;
- Maintains organized records for each accreditation standard;
- Tracks and documents all mandated activities associated with the accreditation process;
- Prepares reports and materials for audits and accreditation reviews.

Records Management:

- Controls and index reports for routine and follow-up purposes;
- Maintains physical and electronic filing systems in accordance with department protocols;
- Ensures the security and confidentiality of all records and documents;
- Retrieves records for authorized personnel upon request;
- Performs routine purging and archiving records in compliance with retention schedules.

Legal Process Management:

- Logs and tracks all legal process documents (e.g., subpoenas, summonses) received from courts or other official sources;
- Ensures timely execution of legal documents as per statutory requirements;
- Maintains a chain of custody and documentation for all served or returned legal processes.

Records Retention and Disposition:

- Perform the sealing of court orders or sensitive records in compliance with legal directives.
- Monitor and manage the storage of office records according to New York State SARA (State Archives and Records Administration) regulations.
- Coordinate the scheduled disposal of obsolete records per SARA guidelines.

Warrant and Document Control

- Assist in maintaining and updating warrant files.
- Ensure accurate filing and accessibility of routine departmental reports and legal documents.

Training

- Attends and must satisfactorily complete such training and educational programming as directed by the Sheriff.

Communications and General Office Duties

- Answer phone calls and direct calls to appropriate personnel or departments.
- Use two-way radios to communicate with deputies and units in the field.
- Serve as a point of contact for internal and external inquiries as needed.
- Participate in physical fitness training to prepare for a career in law enforcement.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of policies and procedures of agency to which assigned; good knowledge of record keeping techniques; good knowledge of office terminology, procedures and equipment; good knowledge of English and business math; skill in operating computer/word processing equipment; ability to understand and carry out oral and written directions; ability to establish good working relationships;; clerical aptitude; accuracy; dependability; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from High School or possession of a high school equivalency diploma and six (6) months of work experience.

SPECIAL REQUIREMENTS:

- Candidates must be at least nineteen (19) years of age at time of appointment.
- Must possess at time of application and maintain a valid driver's license.

Note: Must meet all requirements (other than minimum qualifications) of Deputy Sheriff to be eligible for future promotion.