

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



SENIOR EXECUTIVE ASSISTANT

JOB CODE: 60128	PAY GRADE: 20	PAY RANGE: \$57,593 - \$92,150
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GENERAL DESCRIPTION

Under the general direction of the Public Relations Director, the main focus of this position is to provide administrative support and assistance to the Sheriff and performs difficult and responsible Senior Executive Assistant work, to include but not limited to, resolving complaints, concerns, and inquiries, managing the Sheriff's calendar, budget preparation, and supervising staff. This position serves as the liaison to the Sheriff and is the point of contact for internal and external requests to speak with the Sheriff and exercises independent judgement. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Provides administrative support and serves as aide to the Sheriff; manages Sheriff's time, availability, and calendar
- Screens and monitors phone calls, visitors, and mail
- Resolves inquiries, complaints, concerns, and requests from citizens and members of the agency
- Composes memos, letters, personalized cards, and other documentation requiring written response from the Sheriff
- Attends Executive Staff meetings and other required meetings
- Adheres to strict confidentiality with sensitive information
- Researches and retrieves documentation for information and verification for Sheriff
- Proofreads, edits, revises, and reformats correspondence for Sheriff's signature
- Serves as liaison with local and state offices, elected officials, and professional organizations utilizing a knowledge of each organization
- Analyzes and implements office procedures for efficient office operations

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- Directs, coordinates, and reviews work product for efficiency, accuracy, and consistency
- Identifies problem areas and executes corrective actions
- Conducts staff meetings performs evaluations and implements disciplinary actions
- Develops and prepares budget
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary responsibilities as necessary

QUALIFICATIONS

- Graduation from an accredited college or university with an Associate Degree
- Seven (7) years' experience as an Executive Assistant
- Or equivalent combination of education and experience
- An accuracy score of 80% on data entry
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Florida State Government, including Governor's Executive Branch, departments and members of the Governor's Cabinet, Legislative Branch, Judicial Branch and Pinellas County Legislative Delegation, and the ability to apply this knowledge in providing administrative support and serve as aide to the Sheriff
- Knowledge of agency administrative and budgetary procedures to manage the Office of the Sheriff
- Communication skills, both verbal and written, in order to provide effective administrative support to the Sheriff
- Leadership skills to directly supervise and train staff personnel
- Knowledge of various database and software programs to efficiently perform the duties of the position
- Organizational skills
- Time management
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 3 hours per day
- Walk up to 2 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, climb, reach, kneel and twist