

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ADMINISTRATIVE ASSISTANT

JOB CODE: 61030

PAY GRADE: 7

PAY RANGE: \$28,800 - \$46,080

GENERAL DESCRIPTION

Under the direction of a supervisor, performs clerical and office work of a repetitive and routine to moderately complex nature requiring accurate typing and knowledge of Sheriff's Office policies and procedures. Work is reviewed through observation, review of work products, and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Review and verify source materials to determine accuracy and completeness of information; follows up to correct or complete data (i.e. approved work orders, bills, applications, etc.);
- Input information into databases;
- Process forms or applications;
- Enter, update, and maintain records of leave and overtime requests;
- Monitor supply inventory and enter requisitions;
- Answer phones, take messages and/or route inquiries;
- Sort and distribute inter-office mail;
- Scan documents;
- Receive and distribute incoming faxes and/or scans;
- 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.

QUALIFICATIONS

- High school diploma or G.E.D.
- One (1) year experience in a clerical office environment
- A score of 75% on a basic skills test
- Must achieve a minimum standard score of 35 on a Microsoft Office Professional test
- Must possess a valid Florida driver's license



KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of business English, spelling, and arithmetic
- Knowledge of general office practices and procedures
- Ability to operate standard office equipment such as computer terminal, copy machine, and calculators
- Time management skills
- Inter-personal skills
- Verbal and written communication skills
- Accurate typing skills
- 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/or twist