

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## EXECUTIVE ASSISTANT

<b>JOB CODE: 60130</b>	<b>PAY GRADE: 15</b>	<b>PAY RANGE: \$43,200 - \$69,120</b>
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### GENERAL DESCRIPTION

Under the general direction of the Chief Deputy, the main focus of this position is to provide administrative support and assistance to the Sheriff, Chief Deputy, and Assistant Chief Deputies. Under the direction of the Chief Deputy and Assistant Chief Deputies performs difficult and responsible Executive Assistant work. This position serves as a liaison to senior management and is the primary point of contact for internal and external callers and visitors. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provides a broad range of moderate to highly complex administrative support and serves as aide to the Chief Deputy and Assistant Chief Deputies in duties of a strict confidential matter;
- Adheres to strict confidentiality with sensitive information; addresses urgent matters appropriately and timely;
- Manages the Chief Deputy and Assistant Chief Deputies' calendars regarding time, availability, rescheduling, and ensuring all requests are being addressed in a timely manner;
- Screens and monitors phone calls, visitors, and mail, and using independent judgment, determines priority attention; routes inquiries, complaints, concerns, and requests from citizens and members of the agency;
- Schedules and coordinates quarterly division meetings for the Chief Deputy and Assistant Chief Deputies;
- Coordinate all travel arrangements and compile all relevant travel documents, to include itineraries and per diem, for the Chief Deputy and Assistant Chief Deputies;
- Assist with the upkeep of all electronic files pertaining to the Office of the Sheriff.

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.
- Five (5) years' experience as an Executive Assistant
- Or equivalent of education and experience
- A score of 85% on a basic skills test
- A score of 85% on a Microsoft Office Professional test
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of agency administrative and budgetary procedures to assist in monitoring expenditures
- Communication skills, both verbal and written, in order to provide effective administrative support to the Chief Deputy and Assistant Chief Deputies
- Ability to make sound decisions determining urgent and confidential matters
- 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/or twist