

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



SENIOR ADMINISTRATIVE ASSISTANT

JOB CODE: 61035

PAY GRADE: 9

PAY RANGE: \$32,400 - \$51,840

GENERAL DESCRIPTION

Under the general direction of a supervisor, performs complex to highly complex, non-standardized and varied clerical and office work requiring skilled and accurate typing and knowledge of Sheriff's Office policies and procedures. Incumbents are expected to exercise independent judgment and to make decisions regarding non-routine questions and work methods. Work is reviewed through observation, review of work products, and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Enter, retrieve, calculate, and verify data, reports and other information for various internal and external entities;
- Extracts and compiles information from databases to produce routine reports;
- Review, redact, and disseminate documents;
- Schedule meetings;
- Make travel arrangements;
- Oversees, compiles, revises, and maintains department databases, files, and records in response to inquiries and produce non-routine reports;
- Maintain complex schedules and determine best course of action when conflicts occur;
- Answer phones and respond to non-routine inquiries;
- Notarize documents;
- 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.
- Three (3) years' 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
- Ability to maintain accurate records, logs, and files
- Ability to perform essential functions with frequent interruption and/or distraction
- Ability to prioritize assignments
- Ability to work independently and follow through on assignments with minimal direction
- Ability to take action when answers to a problem are not readily apparent
- 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