

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



SENIOR ADMINISTRATIVE ASSISTANT

JOB CODE: 61035

PAY GRADE: 9

PAY RANGE: \$34,373 - \$54,996

GENERAL DESCRIPTION

Under the direction of a supervisor, members in this position perform varied administrative office duties of a complex to highly complex nature. Incumbents are expected to exercise independent judgment and to make decisions regarding non-routine questions and work methods. This position requires accurate typing, an advanced level of performance and knowledge of entering and maintaining information into databases, updating files, processing forms, researching information, managing records, scheduling appointments, providing information to callers and/or walk-in citizens, and maintaining knowledge of the agency's policies and procedures. Work is reviewed through observation, review of work products, and results obtained.

Some position assignments require shift work.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provides advanced level of comprehensive administrative support, responding to public inquiries, screening calls, and acting as a liaison between citizens, staff, and supervisors, while exercising independent judgment and decisions;
- Answers telephones and give information to callers, take messages, or transfer calls to appropriate individuals; assists callers with information as needed;
- Composes and prepare responses to correspondence for inquiries;
- Reviews and verify source materials to determine accuracy and completeness of information; follow up to correct or complete data of any and all database entries;
- Inputs information into databases; maintain records in databases;
- May perform criminal history search inquiries utilizing agency databases;
- Manages paper or maintain electronic filing/scanning systems and recording of information;
- May compose documentation, notes, or reports, such as presentations and expense, statistical, or monthly reports;
- May greet visitors or employees and address their inquiries or direct them to the appropriate individuals according to their needs;
- May schedule or confirm appointments or meetings; may maintain complex scheduling and/or event calendars and determine best course of action when conflicts occur;
- May prepare agendas and meeting materials;

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- Operates office equipment, fax machines, scanners, copiers, and may arrange for repairs when equipment malfunctions;
- May conduct research, collecting information on non-technical, operational, or administrative issues and prepare summary of research findings;
- Enters, updates, processes, and maintains records, files, applications, and/or forms
- May monitor various supply inventories and enter requisitions;
- May process timekeeping, attendance, overtime, and time-off requests for department submission to payroll;
- May notarize documents;
- Reviews, redacts, and disseminates documents;
- May make travel arrangements;
- Participates in Sheriff's Office recruitment and community relations activities as directed;
- **Specialized functions and responsibilities may vary by area of assignment**

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 work.

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 graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education AND three (3) years' experience in a clerical office environment
- Data entry score of 80% accuracy
- Typing speed of 25 wpm
- 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 and excellent 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