

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## ADMINISTRATIVE ASSISTANT

**JOB CODE: 61030**

**PAY GRADE: 7**

**PAY RANGE: \$29,664 - \$47,462**

### 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 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, pursuant to Section 1005.02(7), F.S.
- One (1) year experience in a clerical office environment preferred

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- 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 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