

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## ADMINISTRATIVE ASSISTANT

**JOB CODE: 61030**

**PAY GRADE: 7**

**PAY RANGE: \$30,553-\$48,885**

### GENERAL DESCRIPTION

Under the direction of a supervisor, members in this position perform administrative office duties of a routine to moderately complex nature. This position requires accurate typing, 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

- Provide comprehensive administrative support including responding to public inquiries, screening calls, acting as a liaison between citizens, staff, and supervisors
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
- Review and verify source materials to determine accuracy and completeness of information; follows up to correct or complete data of any and all database entries
- Input information into databases; maintain records in databases
- May perform criminal history search inquiries utilizing databases
- Manage paper or maintain electronic filing/scanning systems and recording of information
- May compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense 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 scheduling and/or event calendars
- Operate office equipment, fax machines, scanners, copiers, and may arrange for repairs when equipment malfunctions
- May conduct minor research, collecting information on non-technical, operational, or administrative issues and type summary of research findings
- Enter, update, process, and maintain records, files, applications, and/or forms

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- May monitor various supply inventories and enter requisitions
- May sort and distribute inter-office mail
- May process timekeeping, attendance, overtime, and time-off requests for department submission to payroll
- May make travel arrangements
- May notarize documents
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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.
- One (1) year experience in a clerical office environment preferred
- 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 and 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

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The physical abilities listed below are requirements to perform the essential functions and responsibilities.

- Sit up to 8 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