

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



ADMINISTRATIVE ASSISTANT

JOB CODE: 61030

PAY GRADE: 07

PAY RANGE: \$31,775 - \$50,840

GENERAL DESCRIPTION

Under the general 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 and results obtained. **Some position assignments require shift work.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provides comprehensive administrative support including responding to public inquiries, screening calls, acting as a liaison between citizens, staff, and supervisors
- Answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals
- Reviews and verifies source materials to determine accuracy and completeness of information; follows up to correct or complete data of any and all database entries
- Inputs information into databases; maintains records in databases
- Performs criminal history search inquiries utilizing databases determined by area of assignment
- Manages paper or maintains electronic filing/scanning systems and recording of information determined by area of assignment
- Composes, types, and distributes meeting notes, routine correspondence, or reports, such as presentations or expense or monthly reports determined by area of assignment
- Greets visitors or employees and addresses their inquiries or directs them to the appropriate individuals according to their needs determined by area of assignment
- Schedules or confirms appointments or meetings; maintains scheduling and/or event calendars determined by area of assignment
- Operates office equipment, fax machines, scanners, copiers, and may arrange for repairs when equipment malfunctions

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- Conducts minor research, collecting information on non-technical, operational, or administrative issues and type summary of research findings determined by area of assignment
- Enters, updates, processes, and maintains records, files, applications, and/or forms
- Monitors various supply inventories and enter requisitions determined by area of assignment
- Sorts and distributes inter-office mail determined by area of assignment
- Processes timekeeping, attendance, overtime, and time-off requests for department submission to payroll determined by area of assignment
- Makes travel arrangements determined by area of assignment
- Notarizes documents determined 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 report to work
- 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
- **Specialized functions and responsibilities may vary by area of assignment**

QUALIFICATIONS

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U.S. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- One (1) year experience in a clerical office environment preferred
- Data entry accuracy score of 80%
- 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 interpersonal 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 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 twist