

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



SENIOR ADMINISTRATIVE ASSISTANT

JOB CODE: 61035

PAY GRADE: 10

PAY RANGE: \$37,733 - \$60,374

GENERAL DESCRIPTION

Under the general direction of a Supervisor, members in this position perform varied administrative office duties of a complex to highly complex nature. Members are expected to exercise independent judgment and to make decisions regarding nonroutine 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 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
- Composes and prepares responses to correspondence for inquiries
- Reviews and verifies source materials to determine accuracy and completeness of information; follow up to correct or complete data of any and all database entries
- Inputs information and maintains records in databases
- Performs criminal history search inquiries utilizing agency databases, determined by area of assignment
- Manages paper or maintain electronic filing/scanning systems and recording of information, determined by area of assignment
- Composes documentation, notes, or reports, such as presentations and expense, statistical, or monthly reports
- 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 complex scheduling and/or event calendars determined by area of assignment
- Prepares agendas and meeting materials determined by area of assignment

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- Operates office equipment, fax machines, scanners, copiers, and arranges for repairs when equipment malfunctions
- Conducts research, collects information on nontechnical, operational, or administrative issues and prepares summary of research findings
- Enters, updates, processes, and maintains records, files, applications, and/or forms
- Monitors various supply inventories and enter requisitions
- Processes timekeeping, attendance, overtime, and time off requests for department submission to payroll
- Notarizes documents
- Reviews, redacts, and disseminates documents
- Makes travel arrangements
- 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

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
- 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
- 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 interpersonal skills



- Oral 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 twist