

PINELLAS COUNTY SHERIFF'S OFFICE
SECRETARY I
Job Code: 60105

CHARACTERISTICS OF THE CLASS

Under the direction of a division or section commander, performs complex and responsible secretarial, clerical, and administrative work requiring a thorough knowledge of departmental operating procedures and policies of the Sheriff's Office. Incumbent relieves superior of detailed work, assisting in the performance of routine tasks, making independent decisions based on experience and knowledge of organizational operations. Work is reviewed through conferences, work reports, and observation of results obtained.

EXAMPLES OF DUTIES

Takes dictation or transcribes from dictating equipment; screens mail and composes correspondence for routine matters; routes mail not requiring review by supervisor to the proper office or person; follows up on inquiries or requests for information.

Maintains records, files reports and other written and statistical data pertinent to the organization; prepares reports based on records and information; assists in collecting information for budget preparation for the division.

Verifies division/section payroll information; answers phone calls and routes inquiries or provides information.

Schedules appointments and meetings; makes travel arrangements and requests travel funds and/or tickets; maintains petty cash funds; requisitions supplies for the division; and balances financial books.

Attends meetings of committees and boards, takes notes, transcribes and distributes appropriately.

Prepares documents for destruction or archive as directed by retention guidelines.

Assists in training of personnel.

Participates in Sheriff's Office recruitment and community relations activities as directed.

Performs related work as assigned or required.

QUALIFICATIONS

A. Training and Experience

High school diploma, or GED, supplemented by at least five years of responsible office experience and dependable work record. Must achieve a minimum score of 70% on the written clerical examination. A typing test will be administered to assess skill level. Consideration for this position will require a credit check.

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B. Essential Requirements of the Position

Advanced knowledge and skill with computer, software, and office equipment.

Advanced knowledge of business English, spelling, and arithmetic.

Time management skills.

Inter-personal skills.

Knowledge of rules, policies and procedures of the Sheriff's Office.

Verbal and written communication skills.

Problem solving skills.

Ability to maintain accurate records, logs and files.

Ability to prepare operating and statistical tabulations and reports, and the ability to make difficult arithmetical computations accurately.

Ability to maintain the confidentiality of office matters.

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.

This list of functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.