ADMINISTRATIVE SUPPORT SPECIALIST

JOB CODE: 60131	PAY GRADE: 13	PAY RANGE: $43,691 - $69,907

GENERAL DESCRIPTION

Under the general direction of the Senior Executive Assistant, the main focus of this position is to provide a high level of administrative support and assistance to the Sheriff, Chief Deputy, and Assistant Chief Deputies. Perform difficult and responsible administrative work to include but not limited to resolving complaints, concerns, and inquiries, managing the Chiefs' calendars, budget preparation, and special projects. Deals with confidential and highly sensitive information. This position serves as a liaison to the Sheriff and Chiefs, analyzes requests to speak with the Sheriff and Chiefs, and exercises independent judgment. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provides administrative support and aides the Chiefs and in the Sr. Executive Assistant's absence, aides the Sheriff
- Coordinates Chiefs' time, availability, and calendars; screens and monitors phone calls, visitors, and mail; resolves inquiries, complaints, concerns, and prioritizes requests from citizens and members of the agency; composes memos, letters, and other documentation requiring written response from the Chiefs
- Adheres to strict confidentiality with sensitive information; researches and retrieves documentation for information and verification for the Chiefs; proofreads, edits, revises, and reformats correspondence for Sheriff's signature
- Serves as a liaison with local and state offices, elected officials, and professional organizations utilizing a knowledge of each organization
- Analyzes and implements office procedures for efficient office operations; develops and prepares budget
- Solves a wide range of complex and sensitive situations
- 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

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- 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

- Graduation from an accredited college or university with an Associate Degree in Business Administration, Public Administration, or related field
- Three (3) years' experience in an administrative role
- Or equivalent combination of education and experience
- An accuracy score of 80% on data entry
- Typing speed of 25 wpm

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Florida State Government, including Governor's Executive Branch, departments and members of the Governor's Cabinet, Legislative Branch, Judicial Branch and Pinellas County Legislative Delegation, and the ability to apply this knowledge in providing administrative support and serve as aide to the Sheriff
- Knowledge of agency administrative and budgetary procedures to manage the Office of the Sheriff
- Communication skills, both verbal and written, in order to provide effective administrative support to the Sheriff
- Knowledge of various database and software programs to efficiently perform the duties of the position
- Organizational skills and time management 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 20 lbs.
- Occasionally bend, squat, climb, reach, kneel and twist