



## **Executive Assistant 3**

**Category:** Exempt  
**Pay Grade:** E19  
**Job Code:** 11142

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs highly responsible advanced administrative support position working for an Appointing Authority or a Commissioner; performs a wide variety of complex administrative duties requiring initiative, independent judgment, and action on an extensive array of county organizations and programs; relieves the official of day-to-day administrative details; deals with confidential and sensitive issues requiring high degree of tact and ability to judge situations in order to make independent decisions for handling; performs extensive public contact, some media contact, and continual interdepartmental relations.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Screens visitors and phone calls and makes decisions on answering, diverting, or prioritizing for the official;
- Prepares written responses to correspondence within established guidelines;
- Drafts and types memos, reports, and other documents as required;
- Schedules and coordinates appointments, meetings, and conferences, communicating with all levels of personnel and the public;
- Makes travel arrangements as necessary;
- Coordinates and directs office services, such as records and budget preparation, personnel, and housekeeping issues;
- Assists in the preparation of budgets, monitors, reviews, and approves expenditures;
- Prepares records and reports, such as recommendations for solutions of administrative problems and annual reports;
- Analyzes operating practices and procedures to create new, or to revise existing methods for getting the job done efficiently and economically;
- Interprets administrative and operating policies and procedures for other departmental employees;
- May supervise other clerical staff members;
- Controls workflow, managing time and workload independently and in an efficient manner;
- Organizes and maintains files and retrieves important documents, records, and reports;
- Attends meetings, takes notes, and reports back to the supervisor;
- Monitors and assigns parking spaces;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Six (6) years of administrative support or paraprofessional experience with heavy public or business environment; or an Associate's degree and four (4) years of experience as described above; or a Bachelor's degree and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

**Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Ability to type at 55 words per minute is required.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of administrative and clerical office procedures and systems such as word processing, spreadsheet applications, filing, and records management systems, official documents, and other office procedures and terminology;
- Knowledge of general office practices and procedures as well as an understanding of organizational/political setup and planning;
- Knowledge of the structure and content of business English including the meaning and spelling of words, rules of composition, and grammar;
- Knowledge of ordinances, official functions, and personnel procedures;
- Knowledge of numbers, their operations, and interrelationships including arithmetic, simple math, statistics, accounting procedures, and their applications;
- Skill in managing workflow and prioritizing assignments;
- Skill in communication with all levels of personnel and the public;
- Skill in operating and implementing applicable computer equipment, office machines, and software applications including word processing and spreadsheets;
- Ability to analyze complex reports, legal documents, and communications;
- Ability to solve problems independently and/or creatively;
- Ability to take accurate notes to transcribe into clear and concise format for correspondence, reports, documents, and other written material;
- Ability to keep and prepare complex fiscal and statistical records, ledgers, and files, providing information correctly and concisely, orally and in writing;
- Ability to independently prepare agendas, legal documents, resolutions, and related complex or confidential correspondence;
- Ability to act independently to set up conferences and meetings;
- Ability to prepare and process legal documents, official reports, and/or papers as required;
- Ability to work well under pressure with good organization skills;
- Ability to utilize office procedures and systems such as word processing, spreadsheet applications, filing, and records management systems, stenography, and transcription, legal document form design, and other office procedures and terminology.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

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**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.