



Executive Assistant 1

Category: Exempt
Pay Grade: E12
Job Code: 11322

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 independent and complex secretarial work with administrative support responsibilities providing executive secretary level support to senior managers in the County Administrator's Office or equivalent; may perform supervisory duties; provides a variety of secretarial and office support services inherent with implementing senior executive tasks to include the representation and interpretation of policies and regulations, as well as composing correspondence which requires a working knowledge of countywide agencies; receives and disposes of important papers, reports, correspondence, office calls, visitors, political or sensitive information, mail, etc., and may include the accurate recording and transcription of oral dictation utilizing stenography and/or tape recording equipment; provides high volume, timely, and quality services, significant multi-tasking computer processes, and may require lead supervision to other employees and monitoring of quantity and quality of work output of others staff and staff in other departments.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Relieves and assists senior executive managers of administrative detail by advising employees and the public about countywide operations, policies, and procedures;
- Receives documents, communications, executive correspondence, reports, visitors, and telephone calls for senior executive managers and ascertains nature of business and works closely with managers to complete organization goals in an efficient and effective manner, for example, composes letters for senior executive's signature and follows up to ensure timely results or actions;
- Maintains and generates complex fiscal, operating, personnel, payroll, and activity reports utilizing automated systems;
- Keeps appointment calendars, schedules appointments, advises supervisors of important meetings, and researches and assembles information;
- Receives and screens callers, gives information on office operations, and refers callers to other officials or departments;
- Takes minutes of conferences, meetings, or other official functions and assembles departmental items for meetings or agendas;
- Researches and assembles contracts and independently produces drafts and accurate final copies of reports, documents, forms, and memoranda requiring the skilled operation of a typewriter, CRT computer terminal, word processing, and related office equipment;
- Sets up files and files correspondence, agency records, and related materials;
- May record and transcribe oral dictation utilizing stenography or tape-recording equipment and reviews work products for context, accuracy, punctuation, grammar, spacing, and general appearance;
- May perform data processing related duties including using available statistical packages or multi-function software, encoding data, and routine computer terminal operations;
- Operates a variety of office equipment including word processing and transcribing equipment;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of secretary experience that includes one (1) year of executive level secretary multi-tasking automated office experience to include lead worker, supervisor, or supervisory experience; or an Associate's degree or two (2) years of office support, secretarial business support, technical training, and two (2) years of experience as described above; or a Bachelor's degree in business, public administration, communications, or a related field; 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.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of business English, spelling, punctuation, arithmetic, and office practices, procedures, and equipment;
- Knowledge of the principles of office management and supervision;
- Skill in the use of shorthand as required by area of assignment;
- Skill in the operation of modern office equipment such as a word processor, typewriter, CRT/PC terminal, and calculator;
- Skill in recording and accurately transcribing oral dictation using stenography or tape-recording equipment;
- Ability to work efficiently and effectively in a sensitive and confidential work environment supporting the needs of multiple executives and senior public officials;
- Ability to research information and solve administrative operations issues;
- Ability to rapidly acquire knowledge of administrative and procedural regulations and work independently on complex and confidential administrative tasks;
- Ability to compose effective and accurate correspondence, independently deal with non-routine matters, make decisions in accordance with rules, regulations, or policies, and deal with the public in an effective and courteous manner.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- 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.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.