



CCC Executive Assistant

Category: Exempt
Pay Grade: 150
Job Code: 19220

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 administrative support and secretarial work for the Clerk of the Circuit Court, Executive Director, Director, or designee. Employees in this class perform a wide variety of complex secretarial tasks requiring initiative, independent judgment, and an extensive working knowledge of the Unified Personnel System and office-wide policies and procedures. A portion of the work entails dealing with highly confidential and sensitive issues requiring a high degree of discretion and tact and involving continual inter-departmental relations and extensive public contact. Work is performed under the general supervision of the Clerk of the Circuit Court, Executive Director, Director, or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Receives visitors and telephone calls; ascertains nature of business and personally handles those requesting routine information/appointments, and as many other routine tasks as possible; directs remainder to appropriate office or official;
- Schedules appointments; coordinates and schedules meetings; makes travel arrangements as necessary, including preparation of reimbursement forms;
- Composes letters, emails and memoranda for signature;
- Maintains controls on correspondence, emails, requests or documents and follows up to ensure timely replies or actions;
- Reads incoming mail or email, routes correspondence to proper official, agency, or department; responds to correspondence within established guidelines;
- Prepares and types a variety of reports and material; prepares special reports from source material in files and personal computer, including confidential material;
- Maintains a comprehensive electronic and paper file system and records, including personnel records;
- Gathers material for speeches/presentations;
- Operates a variety of office equipment and job-related software applications;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Five (5) years of secretarial experience; 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills and Abilities:

- Knowledge of business English, spelling, punctuation, mathematics, and modern office methods, practices and procedures, and equipment;
- Knowledge of official functions and personnel procedures;
- Ability to apply computer applications and software;
- Ability to work independently on complex and confidential secretarial tasks, compose effective and accurate correspondence and deal with non-routine and complex tasks;
- Ability to deal and communicate with the public in an effective and courteous manner; establish and maintain effective working relationships with supervisors, other organizations and the public;
- Ability to keep complex records and files and provide information correctly and concisely, orally and in writing.

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:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **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.
- **Visual acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

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