

# EXECUTIVE ASSISTANT TO THE PROPERTY APPRAISER

| Job Code | Pay Grade |
|----------|-----------|
| 21050    | 150       |

## Nature of Work

This is a highly responsible advanced administrative support position working for the Property Appraiser. An employee in this classification performs a wide variety of complex secretarial and administrative duties requiring initiative, independent judgment, and action. The incumbent relieves senior management officials of day- to-day administrative tasks and details. Work often deals with confidential and sensitive issues that require a high degree of tact and ability to judge situations in order to make independent decisions in handling. Work involves extensive public contact, some media contact, and continual coordination on inter-departmental relationships and operations. The incumbent reports to the Property Appraiser, Chief Deputy, and/or designee.

## Minimum Qualification Requirements

- 5 years of executive assistant, administrative support, or para-professional experience; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to position.

## Illustrative Tasks (These are examples and are 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.
- Schedules and coordinates appointments, meetings and conferences, communicating with all levels of personnel and the public.
- Makes travel arrangements as necessary.
- May coordinate and direct office services, such as records, personnel, and housekeeping issues as well as review some expenditures.
- Prepares records and reports, such as recommendations for solutions of administrative problems.
- Analyzes operating practices and procedures to create new or to revise existing methods for getting the job done efficiently and economically.
- May interpret 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.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of and ability to use 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, and applicable Florida law.
- Knowledge of the structure and content of business English including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of official functions and personnel procedures.
- Knowledge of numbers, their operations, and interrelationships including arithmetic, simple math and statistics, and their applications.

# EXECUTIVE ASSISTANT TO THE PROPERTY APPRAISER (continued)

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## Knowledge, Skills, and Abilities (continued)

- 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 apply computer applications and software.
- 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 complex fiscal and statistical records.
- Ability to prepare complex fiscal and statistical records, ledgers and files, providing information correctly and concisely, orally and in writing.
- Ability to independently prepare agendas, policy documents, and 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.

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|---------|---------------|---------------|
| Revised | EEOC Code     | Overtime Code |
| 10/16   | Professionals | Exempt        |