



## **Tax Collector Executive Assistant**

**Category:** Exempt  
**Pay Grade:** TCE-17  
**Job Code:** 23282

*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 Tax Collector. The incumbent in this classification performs a wide variety of complex secretarial tasks requiring initiative, independent judgment, and extensive working knowledge of the Tax Collector's organization and programs. Emphasis is placed on relieving the Tax Collector of administrative detail. Work entails dealing with political, confidential and sensitive issues requiring a high degree of discretion and tact involving continual inter-departmental relations and extensive public contact. The incumbent reports to the Tax Collector.

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

- Receives visitors and telephone calls for the Tax Collector; ascertains nature of the business and personally handles those requesting routine information or appointments, and as many other routine tasks as possible; directs remainder to appropriate official;
- Schedules appointments for, and with, the Tax Collector and Chief Deputy; coordinates and schedules meetings; makes travel arrangements for the Tax Collector as necessary;
- Reviews and briefs news articles, reports, bulletins, and other materials for the Tax Collector's attention;
- Takes and transcribes dictation, including technical and confidential material; composes letters and memoranda for the Tax Collector and/or Chief Deputy's signature;
- Routes mail to proper department, as necessary; responds to routine correspondence within established guidelines; annotates and delivers non-routine correspondence to the Tax Collector;
- Maintains files and records for the Tax Collector's immediate office;
- Prepares and types a variety of routine and special reports from source material in files, including confidential material;
- Serves as the Tax Collector's Office Records Management Liaison Officer. Administers complete records management system pursuant to Florida Statutes; responsible for the integrity of office records and ensures state laws are followed;
- Attends meetings and collects, duplicates, and disseminates back up materials, and prepares follow-up staff instructions to be distributed to all Tax Collector departments;
- Prepares budget requests for Office of the Tax Collector; reviews and approves bills for payment; monitors expenditures; initiates budget amendments;
- Develops and monitors word processing/software programs;
- Assists in drafting, typing and proofreading material for articles, brochures, publications, speeches, etc.;
- Coordinates presentations for awards, proclamations, retirements and certificates of appreciation, and notifies recipients;
- Gathers materials and prepares reports, data, and documents for Tax Collector's speeches/presentations;
- 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### **Knowledge, Skills and Abilities:**

- Knowledge of statutes, 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 without recourse to supervisors;
- Ability to deal with the public in an effective and courteous manner;
- Ability to keep complex fiscal and statistical records, ledgers and files and provide information correctly and concisely, orally and in writing;
- Ability to independently prepare agendas, legal documents, resolutions, ordinances and related complex or confidential correspondence.

## PHYSICAL/MENTAL DEMANDS

This work 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:

- 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.
- 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.
- Standing: Particularly for sustained periods of time.
- 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 dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.