



CCC Office Administrator

Category: Exempt
Pay Grade: 150
Job Code: 19232

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 high level administrative work providing assistance to the Clerk of the Circuit Court and the Chief Deputy Director of the Court & Operational Services Division by managing the work of the administrative office staff, coordinating the clerk's initial budget preparation and overall operational planning of the administrative office staff. Employees in this classification perform a wide variety of complex administrative support tasks requiring initiative, independent judgment, and extensive working knowledge of Pinellas County organizations and programs. The position reports to the Chief Deputy Director, the Clerk or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Serves as coordinator for the initial preparation of the Clerk's Board Budget, prepares statistical and financial reports;
- Prepares budget amendments and performs budget expenditure monitoring for the cost center of the administrative office;
- Plans, assigns, and reviews the work of subordinate support staff. Monitors changes affecting the work of the office and instructs personnel accordingly;
- Trains and prepares performance evaluations of the administrative office staff;
- Oversees the preparation of Clerk's monthly employee newsletter;
- Prepares departmental payroll; maintains salary records and associated reports for all exempt personnel of the Clerk's Office, including preparation of pay action forms;
- Reviews all pay action and performance review forms for accuracy and completeness;
- Manages the automated personnel/position tracking system for the Clerk's Office;
- Schedules appointments for, and with, the Elected Official, coordinates and schedules meetings. Takes and transcribes dictation; composes letters and memoranda for executives' signature. Routes mail to proper department, as necessary. Takes minutes at various meetings and distributes same;
- Provides administrative support to management by researching and assembling information;
- Initiates and carries through to completion special projects as directed by the Chief Deputy Director and the Clerk of the Circuit Court;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate's degree in public or business administration or related field and two (2) years of progressively responsible administrative 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 fifty-five (55) words per minute is required and depending on the area of assignment, ability to transcribe from shorthand notes.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills and Abilities:

- Knowledge of the functions, operations, and structure of the Clerk's Office and county government;
- Knowledge of business English, mathematics and legal formats and terms;
- Knowledge of the methods used in making statistical surveys and the preparation of reports;
- Knowledge of the Unified Personnel System rules, regulations, and procedures;
- Knowledge of modern office policies, procedures, practices, and word processing equipment;
- Skill in the use of shorthand, as required by the area of assignment;
- Ability to apply computer applications and software;
- Ability to analyze and solve administrative problems to render advice and assistance on each;
- Ability to present oral and written comments and recommendations, clearly and concisely;
- Ability to plan, direct, and coordinate the work of others, where required.

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.