



## **Executive Assistant to the Property Appraiser**

**Category:** Exempt  
**Pay Grade:** 150  
**Job Code:** 21050

*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 advanced administrative support work 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.

### **ESSENTIAL JOB FUNCTIONS (examples, 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 other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Five (5) years of executive assistant, administrative support, or para-professional 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 position.

**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;
- 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 and 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.

**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:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Handling: Picking, holding, or otherwise working, primarily with the whole hand;
- Reaching: Extending hand(s) and arm(s) in any direction;
- Visual ability: Sufficient to effectively operate office equipment including copier, computer; 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;
- 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 during normal and high stress situations;
- 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.