



Tax Collector Administrative Assistant

Category: Classified
Pay Grade: C19
Job Code: 23270

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 advanced and highly professional position with work responsibility for specialized analytical and administrative work providing highly specialized administrative support to the Tax Collector.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Receives visitors and telephone calls for the Elected Official, ascertains nature of business and personally handles those requesting routine information, appointments, and as many other routine tasks possible, and directs remainder to appropriate official;
- Schedules appointments for, and with, the Elected Official, coordinates and schedules meetings, and makes travel arrangements for the executive as necessary;
- Reviews and briefs for the executive's attention news articles, reports, bulletins, and other materials;
- Takes and transcribes dictation of confidential material and composes letters and memoranda for executive's signature;
- Routes mail to proper department, as necessary, responds to routine correspondence within established guidelines, and annotates and delivers non-routine correspondence to the executive;
- Maintains files and records for the executive's immediate office;
- Prepares and types a variety of routine and special reports from source material in files, including confidential material;
- Composes letters and memoranda for the Tax Collector's signature;
- Provides administrative support to management by researching and assembling information;
- Initiates and carries through to completion special projects as directed by the Tax Collector;
- Orders office and meeting supplies;
- Coordinates setup for milestone service award presentations;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate's degree in public administration, 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.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the functions, operations, and structure of the Tax Collector's Office and County government;
- Knowledge of public administration techniques, principles, and practices;
- Knowledge of the methods used in making statistical surveys and the preparation of reports;
- Knowledge of modern office policies, procedures, practices, and equipment.
- Ability to analyze and solve administrative problems and to render advice and assistance on each;
- Ability to present oral and written comments and recommendations clearly and concisely;
- Ability to use small office equipment and computers.

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:

- **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.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **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.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **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 safe and secure work environment that may periodically have unpredicted requirements or demands.