

SENIOR EXECUTIVE ASSISTANT

Job Code	Pay Grade
11142	P2

Nature of Work

This is a highly responsible advanced administrative support position working for an Appointing Authority or a Commissioner. An employee in this class performs a wide variety of complex secretarial and administrative duties requiring initiative, independent judgment, and action on an extensive array of county organizations and programs. This position is expected to relieve the official of day-to-day administrative details. Work often deals with confidential and sensitive issues requiring high degree of tact and ability to judge situations in order to make independent decisions for handling. Work involves extensive public contact, some media contact and continual inter-departmental relations.

Minimum Qualification Requirements

- 6 years of administrative support or para-professional experience with heavy public or business environment; or
- Associate's degree and 4 years experience as described above; or
- Bachelor's degree and 2 years experience as described above; 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 a 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 as required.
- Schedules and coordinates appointments, meetings and conferences, communicating with all levels of personnel and the public. Makes travel arrangements as necessary.
- Coordinates and directs office services, such as records and budget preparation, personnel, and housekeeping issues.
- Assists in the preparation of budgets, monitors, reviews, and approves expenditures.
- Prepares records and reports, such as recommendations for solutions of administrative problems and annual reports.
- Analyzes operating practices and procedures to create new, or to revise existing methods for getting the job done efficiently and economically.
- Interprets 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 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.

SENIOR EXECUTIVE ASSISTANT (continued)

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Knowledge, Skills, and Abilities (continued)

- Knowledge of the structure and content of business English including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of ordinances, official functions and personnel procedures.
- Knowledge of numbers, their operations, and interrelationships including arithmetic, simple math, statistics, accounting procedures 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 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, legal documents, resolutions and related 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.
- Ability to utilize office procedures and systems such as word processing, spreadsheet applications, filing and records management systems, stenography and transcription, legal document form design, and other office procedures and terminology.

For official use only

Revised	EEOC Code	Overtime Code
9/16	Administrative Support	Exempt