

EXECUTIVE ADMINISTRATIVE SECRETARY

Job Code	Pay Grade
11322	P5

Nature of Work

This is highly independent and complex secretarial work with administrative support responsibilities providing executive secretary level support to senior managers in the County Administrator's Office or equivalent. Duties may involve supervisory duties. An employee in this class is responsible for providing a variety of secretarial and office support services inherent with implementing senior executive tasks to include the representation and interpretation of policies and regulations, as well as composing correspondence which requires a working knowledge of county wide agencies. Duties include the receipt and disposition of important papers, reports, correspondence, office calls, visitors, political or sensitive information, mail, etc., and may include the accurate recording and transcription of oral dictation utilizing stenography and/or tape recording equipment. Work involves responsibility for providing high volume, timely and quality services; significant multi-tasking computer processes, and may require lead supervision to other employees and monitoring of quantity and quality of work output of others staff and staff in other departments. The incumbent reports to a senior county executive management official or designee.

Minimum Qualification Requirements

- 4 years secretary experience that includes 1 year of executive level secretary multi-tasking automated office experience to include lead worker, supervisor, or supervisory experience; or
- Associate's Degree or 2 years office support, secretarial business support, technical training and 2 years experience as described above; or
- Bachelor's Degree in Business, Public Administration, Communications, or a related field; 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.)

- Relieves and assists senior executive managers of administrative detail by advising employees and the public about countywide operations, policies and procedures.
- Receives documents, communications, executive correspondence, reports, visitors and telephone calls for senior executive managers; ascertains nature of business and works closely with managers to complete organization goals in a efficient and effective manner; for example, composes letters for senior executive's signature and follows up to ensure timely results or actions.
- Maintains and generates complex fiscal, operating, personnel, payroll and activity reports utilizing automated systems.
- Keeps appointment calendars, schedules appointments, advises supervisors of important meetings and researches and assembles information.
- Receives and screens callers, gives information on office operations and refers callers to other officials or departments.
- Takes minutes of conferences, meetings, or other official functions and assembles departmental items for meetings or agendas.
- Researches and assembles contracts and independently produces drafts and accurate final copies of reports, documents, forms and memoranda requiring the skilled operation of a typewriter, CRT computer terminal, word processing and related office equipment.
- Sets up files and files correspondence, agency records and related materials.
- May record and transcribe oral dictation utilizing stenography or tape recording equipment; reviews work products for context, accuracy, punctuation, grammar, spacing and general appearance.

EXECUTIVE ADMINISTRATIVE SECRETARY (continued)

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Illustrative Tasks (continued)

- May perform data processing related duties including using available statistical packages or multi-function software, encoding data, and routine computer terminal operations.
- Operates a variety of office equipment including word processing and transcribing equipment.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of business English, spelling, punctuation, arithmetic and office practices, procedures and equipment.
- Knowledge of the principles of office management and supervision.
- Skill in the use of shorthand as required by area of assignment.
- Skill in the operation of modern office equipment such as a word processor, typewriter, CRT/PC terminal and calculator.
- Skill in recording and accurately transcribing oral dictation using stenography or tape recording equipment.
- Ability to work efficiently and effectively in a sensitive and confidential work environment supporting the needs of multiple executives and senior public officials.
- Ability to research information and solve administrative operations issues.
- Ability to rapidly acquire knowledge of administrative and procedural regulations and work independently on complex and confidential administrative tasks.
- Ability to compose effective and accurate correspondence, independently deal with non-routine matters, make decisions in accordance with rules, regulations or policies and deal with the public in an effective and courteous manner.

For official use only

Revised	EEOC Code	Overtime Code
8/08	Administrative Support	Exempt