Executive Assistant 2

Category: Exempt
Pay Grade: E15
Job Code: 11334

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 administrative support and secretarial work for the Clerk of the Circuit Court, Executive Director, Director, or designee; performs a wide variety of complex secretarial tasks requiring initiative, independent judgment, and an extensive working knowledge of the Unified Personnel System and office-wide policies and procedures; deals with highly confidential and sensitive issues requiring a high degree of discretion and tact and involving continual inter-departmental relations and extensive public contact.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)
• Receives visitors and telephone calls, ascertains nature of business, personally handles those requesting routine information/appointments, and as many other routine tasks as possible, and directs remainder to appropriate office or official;
• Schedules appointments, coordinates and schedules meetings, and makes travel arrangements as necessary, including preparation of reimbursement forms;
• Composes letters, emails, and memoranda for signature;
• Maintains controls on correspondence, emails, requests, or documents and follows up to ensure timely replies or actions;
• Reads incoming mail or email, routes correspondence to proper official, agency, or department and responds to correspondence within established guidelines;
• Prepares and types a variety of reports and material and prepares special reports from source material in files and personal computer, including confidential material;
• Maintains a comprehensive electronic and paper file system and records, including personnel records;
• Gathers material for speeches/presentations;
• Operates a variety of office equipment and job-related software applications;
• Monitors budget and prepares expense reports;
• Attends various types of meetings, assembles items, and takes minutes;
• Performs other related job duties as assigned.

QUALIFICATIONS
Education and Experience:
Five (5) years of secretarial experience that includes one (1) year of executive level secretary multi-tasking automated office experience to include lead worker, supervisor, or supervisory 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 55 words per minute is required.
• Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:
• Knowledge of business English, spelling, punctuation, mathematics, and modern office methods, practices, and procedures, and equipment;
• Knowledge of official functions and personnel procedures;
• Ability to apply computer applications and software;
• Ability to work independently on complex and confidential secretarial tasks, compose effective and accurate correspondence, and deal with non-routine and complex tasks;
• Ability to deal and communicate with the public in an effective and courteous manner, establish and maintain effective working relationships with supervisors, other organizations, and the public;
• Ability to keep complex records and files and provide information correctly and concisely, orally and in writing.

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.
• 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.
• Crawling: Moving about on hands and knees or hands and feet.
• Crouching: Bending the body downward and forward by bending leg and spine.
• 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.
• 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.
• Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
• Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
• Reaching: Extending hand(s) and arm(s) in any direction.
• 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.
• Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
• 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.