CCC EXECUTIVE ASSISTANT

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Pay Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>19220</td>
<td>150</td>
</tr>
</tbody>
</table>

Nature of Work
This is highly responsible administrative support and secretarial work for the Clerk of the Circuit Court and the Chief Deputy Director, Court & Operational Services Division. Employees in this class perform 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. A portion of the work entails dealing with highly confidential and sensitive issues requiring a high degree of discretion and tact and involving continual inter-departmental relations and extensive public contact. Work is performed under the general supervision of the Clerk of the Circuit Court and the Chief Deputy.

Minimum Qualification Requirements
- 5 years of secretarial experience; 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.
- Ability to type at 55 words per minute and transcribe shorthand notes at 80 words per minute is required.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)
- Receives visitors and telephone calls for the Clerk and Chief Deputy; ascertains nature of business and personally handles those requesting routine information/appointments, and as many other routine tasks as possible; directs remainder to appropriate office or official.
- Schedules appointments for, and with, the Clerk and Chief Deputy; coordinates and schedules meetings; makes travel arrangements as necessary, including preparation of reimbursement forms.
- Takes and transcribes dictation including technical material; composes letters and memoranda for the Clerk and/or Chief Deputy’s signature.
- Maintains controls on correspondence, requests or documents and follows up to ensure timely replies or actions.
- Reads incoming mail, routes correspondence to proper official, agency, or department; responds to correspondence within established guidelines.
- Maintains a comprehensive file system and records for the Clerk’s immediate office, including personnel records.
- Gathers material for Clerk’s speeches/presentations.
- Verifies accuracy of personnel transactions and performance reviews and inputs data into automated personnel system; initiates and processes personnel actions.
- Performs related work as assigned or required.

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.
- Skill in the use of shorthand, as required by area of assignment.
- Ability to apply computer applications and software.
Knowledge, Skills, and Abilities  (continued)

- 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.

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Pay Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>19220</td>
<td>150</td>
</tr>
</tbody>
</table>