

# CCC EXECUTIVE ASSISTANT

Job Code	Pay Grade
19220	150

## 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.
- Prepares and types a variety of reports and material; prepares special reports from source material in files and personal computer, including confidential material.
- 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.
- 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, 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.

## CCC EXECUTIVE ASSISTANT (continued)

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### 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.

For official use only

Revised	EEOC Code	Overtime Code
8/09	Administrative Support	Exempt