

CCC OFFICE ADMINISTRATOR

Job Code	Pay Grade
19232	150

Nature of Work

This is high level administrative work providing assistance to the Clerk of the Circuit Court and the Chief Deputy Director of the Court & Operational Services Division by managing the work of the administrative office staff, coordinating the clerk's initial budget preparation and overall operational planning of the administrative office staff. Employees in this classification perform a wide variety of complex administrative support tasks requiring initiative, independent judgment, and extensive working knowledge of Pinellas County organizations and programs. The position reports to the Chief Deputy Director, the Clerk or designee.

Minimum Qualification Requirements

- Associate's degree in public or business administration or related field and 2 years of progressively responsible administrative 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 fifty-five (55) words per minute is required and depending on the area of assignment, ability to transcribe from shorthand notes.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Serves as coordinator for the initial preparation of the Clerk's Board Budget, prepares statistical and financial reports.
- Prepares budget amendments and performs budget expenditure monitoring for the cost center of the administrative office.
- Plans, assigns, and reviews the work of subordinate support staff. Monitors changes affecting the work of the office and instructs personnel accordingly.
- Trains and prepares performance evaluations of the administrative office staff.
- Oversees the preparation of Clerk's monthly employee newsletter.
- Prepares departmental payroll; maintains salary records and associated reports for all exempt personnel of the Clerk's Office, including preparation of pay action forms.
- Reviews all pay action and performance review forms for accuracy and completeness.
- Manages the automated personnel/position tracking system for the Clerk's Office.
- Schedules appointments for, and with, the Elected Official, coordinates and schedules meetings. Takes and transcribes dictation; composes letters and memoranda for executives' signature. Routes mail to proper department, as necessary. Takes minutes at various meetings and distributes same.
- Provides administrative support to management by researching and assembling information.
- Initiates and carries through to completion special projects as directed by the Chief Deputy Director and the Clerk of the Circuit Court.
- Performs related work as assigned or required.

CCC OFFICE ADMINISTRATOR (continued)

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Knowledge, Skills, and Abilities

- Knowledge of the functions, operations, and structure of the Clerk's Office and county government.
- Knowledge of business English, mathematics and legal formats and terms.
- Knowledge of the methods used in making statistical surveys and the preparation of reports.
- Knowledge of the Unified Personnel System rules, regulations, and procedures.
- Knowledge of modern office policies, procedures, practices, and word processing equipment.
- Skill in the use of shorthand, as required by the area of assignment.
- Ability to apply computer applications and software.
- Ability to analyze and solve administrative problems to render advice and assistance on each.
- Ability to present oral and written comments and recommendations, clearly and concisely.
- Ability to plan, direct, and coordinate the work of others, where required.

For official use only

Revised	EEOC Code	Overtime Code
6/09	Administrative Support	Exempt