

TAX COLLECTOR ADMINISTRATIVE ASSISTANT

Job Code	Pay Grade
23270	CL12

Nature of Work

This is an advanced and highly professional position with work responsibility for specialized analytical and administrative work providing highly specialized administrative support to the Tax Collector. An employee in this classification performs a wide variety of complex secretarial tasks requiring initiative, independent judgment, and extensive working knowledge of departmental and county organizations and programs. Emphasis is placed on relieving the official of administrative detail and work entails dealing with political, confidential, and sensitive issues requiring a high degree of discretion and tact involving continual inter-departmental relations and extensive public contact. Considerable independence of judgment, initiative, and actions are inherent at this level in carrying out operations and authority is delegated commensurate with this high degree of responsibility. The position reports to the Tax Collector or designee.

Minimum Qualification Requirements

- Associate's degree in public administration, business administration or related field and 2 years of progressively responsible administrative experience; or
- An equivalent 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.)

- Receives visitors and telephone calls for the Elected Official; ascertains nature of business and personally handles those requesting routine information, appointments and as many other routine tasks possible; directs remainder to appropriate official.
- Schedules appointments for, and with, the Elected Official; coordinates and schedules meetings; makes travel arrangements for the executive as necessary.
- Reviews and briefs for the executive's attention news articles, reports, bulletins, and other materials.
- Takes and transcribes dictation of confidential material; composes letters and memoranda for executive's signature.
- Routes mail to proper department, as necessary; responds to routine correspondence within established guidelines; annotates and delivers non-routine correspondence to the executive.
- Maintains files and records for the executive's immediate office.
- Prepares and types a variety of routine and special reports from source material in files, including confidential material.
- Composes letters and memoranda for the Tax Collector's signature.
- Provides administrative support to management by researching and assembling information.
- Initiates and carries through to completion special projects as directed by the Tax Collector.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the functions, operations, and structure of the Tax Collector's Office and county government.
- Knowledge of public administration techniques, principles, and practices.
- Knowledge of the methods used in making statistical surveys and the preparation of reports.

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Knowledge, Skills, and Abilities (continued)

- Knowledge of modern office policies, procedures, practices, and equipment.
- Ability to analyze and solve administrative problems and to render advice and assistance on each.
- Ability to present oral and written comments and recommendations clearly and concisely.

For official use only

Revised	EEOC Code	Overtime Code
12/16	Administrative Support	Classified