

TAX COLLECTOR EXECUTIVE ASSISTANT

| Job Code | Pay Grade |
|----------|-----------|
| 23282 | E-11 |

Nature of Work

This is highly responsible administrative support and secretarial work for the Tax Collector. The incumbent in this classification performs a wide variety of complex secretarial tasks requiring initiative, independent judgment, and extensive working knowledge of the Tax Collector's organization and programs. Emphasis is placed on relieving the Tax Collector of administrative detail. 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. The incumbent reports to the Tax Collector.

Minimum Qualification Requirements

- 5 years of secretarial experience and the ability to type 55 words or more per minute that includes 1 year experience as lead worker, supervisor or completion of supervisor training; 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.
- 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 Tax Collector; ascertains nature of the business and personally handles those requesting routine information or appointments, and as many other routine tasks as possible; directs remainder to appropriate official.
- Schedules appointments for, and with, the Tax Collector and Chief Deputy; coordinates and schedules meetings; makes travel arrangements for the Tax Collector as necessary.
- Reviews and briefs news articles, reports, bulletins, and other materials for the Tax Collector's attention.
- Takes and transcribes dictation, including technical and confidential material; composes letters and memoranda for the Tax Collector and/or Chief Deputy's signature.
- Routes mail to proper department, as necessary; responds to routine correspondence within established guidelines; annotates and delivers non-routine correspondence to the Tax Collector.
- Maintains files and records for the Tax Collector's immediate office.
- Prepares and types a variety of routine and special reports from source material in files, including confidential material.
- Serves as the Tax Collector's Office Records Management Liaison Officer. Administers complete records management system pursuant to Florida Statutes; responsible for the integrity of office records, and ensures state laws are followed.
- Attends meetings and collects, duplicates, and disseminates back up materials, and prepares follow-up staff instructions to be distributed to all Tax Collector departments.
- Prepares budget requests for Office of the Tax Collector; reviews and approves bills for payment; monitors expenditures; initiates budget amendments.
- Develops and monitors word processing/software programs.
- Assists in drafting, typing and proofreading material for articles, brochures, publications, speeches, etc.
- Coordinates presentations for awards, proclamations, retirements and certificates of appreciation, and notifies recipients.

TAX COLLECTOR EXECUTIVE ASSISTANT (continued)

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Illustrative Tasks (continued)

- Gathers materials and prepares reports, data, and documents for Tax Collector's speeches/presentations.
- Supervises clerical staff performing stenographic, clerical, word-processing or research duties.
- Performs related work as required.

Knowledge, Skills, and Abilities

- Knowledge of business English, mathematics, and legal formats and terms.
- Knowledge of modern office procedures and word processing equipment.
- Knowledge of statutes, official functions and personnel procedures.
- Skill in the use of the typewriter and word processing equipment.
- 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 without recourse to supervisors.
- Ability to deal with the public in an effective and courteous manner.
- Ability to keep complex fiscal and statistical records, ledgers and files and provide information correctly and concisely, orally and in writing.
- Ability to independently prepare agendas, legal documents, resolutions, ordinances and related complex or confidential correspondence.

For official use only

| Revised | EEOC Code | Overtime Code |
|---------|------------------------|---------------|
| 12/09 | Administrative Support | Exempt |