HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Executive Assistant

Job Code: U8764
Pay Grade: UF
Pay Scale: $67,008.58-$100,512.88 Annually
Exempt: Yes

OVERVIEW

Perform administrative and support duties inherent in assisting the Sheriff, Undersheriff, and/or Chief Deputy.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Perform a variety of advanced administrative, support, and confidential functions supporting the Sheriff and/or Chief Deputy.
- Maintain a daily calendar of appointments and office related activities for the Sheriff and/or Chief Deputy.
- Prepare, review, and/or distribute materials (e.g., memorandums, meeting minutes, letters, electronic mail, correspondence, articles, reports, manuals) for approval and/or signature by the Sheriff or Chief Deputy.
- Maintain a filing system for the Sheriff and/or Chief Deputy.
- Process and complete paperwork independently or under the direction of the Sheriff and/or Chief Deputy.
- Draft remarks for the Sheriff and/or Chief Deputy presentation when requested.
- Review and research matters of interest to the Sheriff's Office for the Sheriff and/or Chief Deputy's information or for response to an outside entity.
- Respond to telephonic and personal visits from citizens, Sheriff's Office personnel, and representatives of other governmental agencies, offering appropriate assistance; meet the public and answer questions or complaints relating to Sheriff's Office operations.
- Greet and assist visitors of the Sheriff's and/or Chief Deputy; place and answer telephone calls for the Sheriff and/or Chief Deputy, determine caller's needs, and independently direct or advise the caller.
- Prepare payroll and maintain payroll records for the Sheriff and/or an Offices of the Chief Deputy.
- As needs arise, prepare spend authorizations/expense reports (e.g., travel/training, special schools) and requisitions/receipts (e.g., subscriptions, membership fees) for the Sheriff and/or Chief Deputy; reconcile and/or verify P-card transactions.
- Coordinate and/or assist in planning and implementing certain Sheriff's Office events and special projects as determined by the Sheriff and/or Chief Deputy.
- Log and track status of proposed changes to current or new office directives.
- Perform all other office duties or procedures as directed by the Sheriff, Chief Deputy, and/or Administrative Personnel (e.g., Sergeant, Lieutenant).
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of the structure and content of the English language including

vocabulary, spelling, and composition and grammar rules.
- Knowledge of Sheriff's Office policies, procedures, and rules.
- Knowledge of administrative/secretarial/personal assistant processing procedures (e.g., word processing, file and record maintenance, transcription, and other related procedures.
- Ability to transcribe documents and information from various sources.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to multitask.
- Ability to meet deadlines.
- Ability to use initiative and exercise sound judgment.
- Ability to establish and maintain effective working relationships with others within and outside own organization.
- Ability to serve the public and represent the Sheriff's Office with courtesy and professionalism.

SKILLS

- Time Management
- Multitasking
- Computer Literacy
- Verbal Communications
- Office Administration
- Decision Making
- Problem Solving
- Effective Written Communication
- Administrative Support

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Six years in an administrative support, secretarial or personal assistant role.

OR

- A high school diploma or possession of a GED certificate.
- Successful completion of a secretarial, business and office technology, or office professional training program.
- Five years in an administrative support, secretarial or personal assistant role.

OR

- An associate degree from an accredited institution of higher education.
- Four years in an administrative support, secretarial or personal assistant role.

OR

- A bachelor's degree from an accredited institution of higher education.
- Three years in an administrative support, secretarial or personal assistant role.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.