HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Administrative Assistant 2

Job Code: W0199
Pay Grade: WI
Pay Scale: $22.05-$41.02 Hourly; $45,864.00-$85,321.60 Annually
Exempt: No

OVERVIEW

Perform various advanced administrative/secretarial duties under general supervision supporting an administrative unit within a district/division or bureau commander.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Perform various advanced administrative, secretarial, and confidential functions.
- Compose, proofread, and edit various documents (e.g., correspondence, memos, spreadsheets, minutes, logs, reports) in final form for approval.
- Review and distribute detailed incoming and outgoing mail, electronic mail, correspondence, and statements.
- Schedule meetings, appointments, and conferences, including preparing agendas and related materials.
- Access and secure restricted, sensitive, and confidential records or information.
- Research and respond to requests for information and assistance, determine priority status.
- Plan, organize, and coordinate area wide activities, as assigned.
- Take and transcribe dictation verbally or from electronic sources and take department meeting minutes.
- Provide guidance and training and review the work of others to ensure accuracy, completion, and timeliness.
- Maintain employee attendance and leave records.
- Maintain logs and records of supplies ordered and issued, equipment, inventory, costs, services performed, documents received, and charges to be assessed.
- Assist in keeping track of budgetary matters concerning office expenditures (e.g., equipment and supplies) and monetary benefits (e.g., payroll and overtime).
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of general office policies, procedures, and practices.
- Knowledge of procedures, policies, and rules of assigned bureau.
- Knowledge of processing administrative and secretarial procedures such as word processing, file and records maintenance, transcription, and other related procedures.
- Ability to write, proofread, and edit documents for clarity, accuracy, and proper grammar and spelling.
- Ability to transcribe documents and information from different sources.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to serve the public and represent the Sheriff's Office with courtesy and professionalism.
- Ability to effectively lead or supervise lower-level administrative/clerical staff.

SKILLS

- Computer Literacy
- Written Communication
- Verbal Communications
- Confidential Data Handling

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.
- Four years of clerical experience.

OR

- An associate's degree from an accredited institution of higher education.
- Three years of clerical experience.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

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.