HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Administrative Assistant 4

Job Code: W0201
Pay Grade: WL
Pay Scale: $26.32-$49.06 Hourly; $54,745.60-$102,044.80 Annually
Exempt: No

OVERVIEW

Perform various advanced administrative duties under general supervision supporting a department commander. May supervise administrative/clerical staff.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Perform advanced administrative, secretarial, and confidential functions supporting a department commander.
- Maintain a department commander's calendar.
- Schedule and coordinate appointments, reserve venue, and coordinate attendees; assemble handout materials, slideshow presentations, and equipment.
- Prepare, proofread, and distribute correspondence, memos, spreadsheets, logs, invoices, and reports in final form for approval or signature of a department commander.
- Review and distribute incoming and outgoing mail, electronic mail, correspondence, and statements.
- Recommend improvements to administrative policies and internal workflow procedures.
- Provide input on budgetary matters concerning office expenditures (e.g., equipment and supplies) and monetary benefits (e.g., payroll and overtime).
- Process, coordinate, and adjust payroll, timekeeping, and leave requests for department commander's approval and signature.
- Access, secure, and monitor restricted, sensitive, and confidential records or information (e.g. records involving personnel, payroll, medical, performance, disciplinary information, etc.).
- Assist a department commander by following up on the status of time-sensitive items within the department.
- Take and transcribe dictation verbally or from electronic sources; take minutes and record and report meetings or proceedings.
- Prepare and distribute outgoing electronic mail and correspondence on behalf of a department commander; as authorized, may utilize an electronic signature or stamp for a department commander.
- Supervise, guide, train, and review the work of administrative/clerical staff to ensure accuracy, completion, timeliness, and corrective action.
- Meet with staff members or members of the public on behalf of a department commander or other professional staff.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of policies, procedures, and rules of the assigned department function or operation.

- Knowledge of processing administrative and secretarial procedures such as word processing, file and record 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

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

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.
- Five years of administrative/secretarial experience.

OR

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

OR

- A bachelor's degree from an accredited institution of higher education.
- Two years of administrative/secretarial 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.