



Seminole County Sheriff's Office

EXECUTIVE COORDINATOR (EXECUTIVE ASSISTANT)

Class Spec Code: 1060
 Established Date: 10/14/2020
 Last Revised Date: 03/29/2022
 Effective: 03/29/2022

Salary Range

\$17.96 - \$28.77 Hourly

Bargaining Unit

N/A

EEO

EEO4-Professionals

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Work involves high level administrative and secretarial support to the Sheriff, Chiefs or department Directors.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Routes telephone calls, answers inquiries and processes complains from the general public, providing assistance in resolving various problems and referring matters as appropriate.

Researches and assembles materials from files and records for preparing reports, special projects, answering correspondence and inquires.

Coordinates and/or schedules meetings, conferences, and appointments for staff.

Supervises the flow of communications for the assigned office. Composes and types correspondence, takes and transcribes dictation of correspondence, reports, and other materials. Assures timely signature of appropriate documents.

May provide assistance to other clerical staff or other supervisors as appropriate.

Prepares confidential documents as required.

Minimum Qualifications

- Bachelors Degree
- Two (2) years of experience with extensive public contact or customer service and administrative assistant responsibilities; or an equivalent combination of related training and experience
- Ability to type at least 50 correct wpm
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Considerable knowledge of Sheriff's Office policies/procedures; of business English, spelling, punctuation, arithmetic, modern office practices and procedures, including record-keeping methods. Knowledge of public records laws; of all SCSO computer programs such as Café, SCSONet, MICAD, TUSCON and ability to become FCIC/NCIC certified.

Ability to maintain confidential information; to assume delegated responsibility for communication directives and follow-up in an expeditious and effective manner; to work independently and efficiently with the general public on a variety of complex issues; to research, organize, and prepare accurate reports, summaries, and/or

tabulations; to meet with and maintain effective working relationships with other departments, agencies, offices, and the general public; to work with little or no supervision.

WORKING CONDITIONS

The work environment for this position is in an office atmosphere. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Mostly sedentary work but some standing and walking; constant use of a computer;

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work;

Dexterity-Frequent repetitive motion and reaching;

Emotional/Psychological- Frequent public contact; decision-making and concentration;

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime.