



## Seminole County Sheriff's Office

### PROGRAM ASSISTANT

Class Spec Code: 1030

Established Date: 10/15/2020

Last Revised Date: 01/12/2022

Effective: 11/18/2022

#### Salary Range

\$15.00 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Administrative  
Support

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Administrative work involving administrative and clerical support to the division, section or area of assignment.

#### 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.***

Provides a variety of services to the assigned division, department or section.

Assists in the organizing and maintenance of files and manuals, photocopying, faxing, incoming/outgoing mail, etc.

Maintains the necessary files and records and to insure access to desired information. Files can include administrative files, statistical information,

medical coding and other materials related to office functions.

As directed, prepares letters, notices, reports and other correspondence from draft documents and/or edited reports.

Performs related clerical duties while attending meetings, conferences and training sessions.

As required, assists with clerical duties throughout the office.

Uses personal computer software programs, such as word processing, database spreadsheet, and electronic mail in order to create and/or edit standard letters, memoranda, and reports, enter data as provided into a database and a print a pre-defined spreadsheet, and transmit, receive and acknowledge electronic mail and messages. Performs general and specific clerical/typing.

Initiates computer notices, form letters, inquiry forms, or self-composed letters, as needed.

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.

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

Prepares confidential documents as required.

### **Minimum Qualifications**

- High School Diploma or GED
- One (1) year responsible work experience
- Consideration may be given to equivalent combination of related training, education and experience
- Depending on assignment: Accredited Record Technician by the American Medical Record Association
- Ability to type at least 30 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.

Knowledge of business English, spelling, punctuation, arithmetic, modern office practices and procedures, including record-keeping methods; of all SCSO computer programs such as Café, SCSONet, MICAD, TUSCON and ability to become FCIC/NCIC certified if needed for assignment.

Ability to maintain confidential information; to work independently and with little supervision 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.

### **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. Some assignments may be within the confines of a correctional facility.

### **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; some assignments may have limited inmate contact