

**Polk County Sheriff's Office Job Description**  
**1524 Administrative Assistant**

October 28, 1999, Revised October 9, 2006

**Position Concept:**

The Administrative Assistant assists in the productive and efficient management of the assigned office. The member performs administrative, operations, public relations and clerical duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Administrative Assistant may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

**Essential Functions:**

- Brief Commander concerning incidents
- Ensure CALEA reports are completed
- Assist in budget preparation
- Monitor the budget
- Prepare statistical reports
- Compose, construct manuals and directives
- Coordinate records and documents
- Prepare awards and commendations
- Assist other members
- Evaluate applicant files
- Perform creative writing tasks
- Research, prepare programs and projects
- Plan, direct and review activities
- Collect data and formulate reports
- Assist in preparation for ceremonies
- Respond to citizen inquiries
- Communicate with media
- Act as liaison
- Interact with agency members
- Maintain appointment calendar
- Compose and distribute correspondence
- Attend staff meetings and prepare minutes
- Establish and maintain files
- Prepare payroll
- Prepare requisitions
- Prepare travel arrangements and vouchers
- Provide concealed weapons applications
- Maintain Department member allocation

**Office of Business Affairs**

- Prepare Trust Fund requests

**Department of Detention**

- Coordinate out-of-county contracts
- Process preexisting medical bills
- Tabulate inmate count
- Schedule conference and training rooms
- Coordinate seminars for Commander
- Coordinate workers' compensation reports
- Compile reports
- Assist other Detention staff
- Transcribe tapes

**Education, Professional Certification or License:**

- High School or GED
- Supplemental course work in the clerical or secretarial field

**Professional Experience:**

- Minimum of three (3) years experience as a secretary or closely related field
- Demonstrated keyboarding proficiency of 65 wpm with no more than 5 errors
- Ability to take dictation by shorthand or speed writing is preferred

**Status:**                     Civilian     Sworn     Certified

**Blood and Viral Pathogen Risk:**                     Minimal Risk                     Foreseeable Risk

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**Environmental Conditions:**

- Works in an office environment with normal stress levels

**Required Skills and Knowledge:**

**Knowledge of:**

- PCSO policy and procedures
- CALEA standards and requirements
- Resources
- Judicial system
- Office supplies and forms
- Budgeting
- Federal and State laws
- Organizational components and members
- Florida State statutes
- Public officials
- Other entities
- Subject matter
- Filing system
- Media

**Ability to:**

- Read and write English
- Operate office equipment
- Use discretion/confidentiality
- Operate a calculator
- Compose
- Perform research

**Skills:**

- Keyboarding
- Secretarial
- Interpersonal
- Organizational
- Mathematical
- Computer
- Basic accounting
- Shorthand
- Transcribing
- Basic English grammar
- Scheduling
- Analytical
- Telephone
- Research
- Decision-making
- Advanced composition
- Presentation
- Public speaking

**Physical Requirements:**

- Carry 30 lbs.
- Bend/squat
- Lift 30 lbs.
- Walk
- Run
- Sit for long periods
- Stand for long periods
- See at a normal range or with accommodation
- Hear at a normal level or with accommodation
- Speak English understandably
- Manual dexterity
- Ambulate independently

For additional information on this position refer to the Job Task Analysis.