

Polk County Sheriff's Office Job Description
1633 Administrative Assistant to Chief of Staff

April 21, 1994, Revised October 9, 2006

Position Concept:

The Administrative Assistant to the Chief of Staff assists in the productive and efficient management of the 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 to the Chief of Staff 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:

- Maintain contact entities
- Maintain charts
- Disseminate information
- Assist in budget preparation and review
- Attend staff meetings
- Make travel and flight arrangements
- Assist other staff members
- Maintain folders
- Recognize citizens
- Attend conferences
- Schedule appointments
- Prepare payroll
- Compose correspondence or memoranda
- Prepare requisitions
- Respond to media
- Receive citizen complaints
- Escort visitors
- Coordinate meetings and information
- Maintain files
- Transcribe tapes
- Maintain manuals

Education, Professional Certification or License:

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

Professional Experience:

- Minimum of four (4) years experience as an Executive Secretary or the equivalent skills and knowledge
- Demonstrated proficiency of keyboarding 100 wpm with no more than 10 errors
- Demonstrated proficiency at taking shorthand or speed writing at 100 wpm with no more than 10 errors

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works in an office environment with normal stress levels

**Polk County Sheriff's Office Job Description
1633 Administrative Assistant to Chief of Staff**

Required Skills and Knowledge:

Knowledge of:

- Judicial system
- Other Sheriff's offices
- Agency organization
- Sections, members, information
- PCSO policy and procedures
- Travel procedures
- Geographical area
- PCSO facilities
- Staff schedule
- Governmental agencies
- Subject matter
- Filing system

Ability to:

- Recognize public officials
- Read and write English
- Operate office equipment
- Use discretion/confidentiality
- Operate a motor vehicle
- Operate a Transcriber

Skills:

- Keyboarding
- Secretarial
- Interpersonal
- Organizational
- Basic mathematical
- Computer
- Basic accounting
- Shorthand
- Basic English grammar
- Scheduling

Physical Requirements:

- Lift/carry 30 lbs.
- Bend/squat
- 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.