

***All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

JOB OPENING

EXECUTIVE ASSISTANT - OMB

Grade 20: \$29,127.00 (\$14.00/hr.) - \$40,151.90 (\$19.30/hr.)

DEPARTMENT: OFFICE OF MANAGEMENT & BUDGET

DIVISION: MANAGEMENT & BUDGET & GENERAL SERVICES

GENERAL DESCRIPTION:

This is advanced and difficult clerical, secretarial and staff assistant work, which includes the operation of a PC. Work is performed under the general supervision of a high level manager.

ESSENTIAL JOB FUNCTIONS:

1. Performs duties of a staff assistant nature and participates directly in the work of the individual(s) supported. Secures details of specialized information, coordinating office work and providing information regarding the services and operation of the unit. Functions as office receptionist.
2. Keeps appointment calendars and schedules appointments. Receives and screens calls and refers callers to other employees. Takes notes and minutes of conferences, meetings and functions as required. Prepares packets for Board meetings.
3. Prepares forms and composes letters. Sets up and maintains specialized office files. Files letters, reports and related technical information in the prescribed manner. Assembles information for others use. Opens, prioritizes and processes mail. Performs billing functions.
4. Types using PC-based word processing software and processes letters, forms, reports, schedules, manuals, booklets, requisitions, purchase orders and related paperwork. Types information or enters data into computer containing technical terminology. Retrieves data for reports.
5. Performs research and retrieval of records. Conducts statistical comparisons of information. Assists in the preparation and maintenance of department records. Maintains office supplies. Prepares project manuals.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of business English, spelling and punctuation, in order to prepare documents and compose letters, etc. Knowledge of office practices and procedures. Knowledge of mathematics. Ability to gain knowledge of the unit's policies, procedures and practices. Ability to establish and maintain effective working relationships with employees and the public. Ability to access input and retrieves information from a computer. Ability to communicate using writing, speaking, hearing and visual skills. Skill in the operation of a PC, keyboard and typewriter. Skill in the use of taking dictation or of transcription from a Dictaphone (if required). Knowledge of Microsoft office applications. Ability to function proficiently utilizing desktop and network applications.

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EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma. Five (5) years work experience involving secretarial/clerical duties including the operation of a personal computer, keyboard, or similar data entry equipment.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to access input and retrieves information from a computer.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to type at a prescribed rate of speed.
- Ability to take and transcribe shorthand at prescribed rate (if required by the position).
- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Approved by BOCC 3/6/03