



## Seminole County Sheriff's Office

### EXECUTIVE ADMINISTRATOR TO THE SHERIFF

Class Spec Code: 1091

Established Date: 07/25/2022

Last Revised Date: 11/18/2022

Effective: 11/18/2022

#### Salary Range

\$55,307.20 -  
\$82,971.20 Annually

#### Bargaining Unit

N/A

#### EEO

EEO4-Professionals

#### Occupational Group

N/A

#### FLSA

Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

This position is responsible for a wide variety of highly responsible, complex, and diverse professional duties involved in providing administrative, analytical and technical support and assistance to the Sheriff. Work is performed under general direction of the Chief of Staff, and considerable independent judgment discretion and initiative are exercised in carrying out daily activities. Work is reviewed through observation and based on accuracy, timeliness and effectiveness of results/goals obtained.

#### 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.***

Maintains all aspects of the Sheriff's schedule, including coordination of travel arrangements.

Screens and monitors phone calls, visitors, mail and email for the Sheriff

Coordinates meetings and appointments with attendees as well as interested or affected organizations.

Arranges detailed itineraries for travel, meetings, events and conferences.

Resolves inquiries, complaints, concerns, and requests from citizens, businesses, members of the agency, county commissioners, and other federal, state and local public officials.

Conducts follow-up telephone calls or prepares correspondence as required to accept, decline or confirm appointments.

Composes memos, letters, personalized cards, and other documentation requiring written response from the Sheriff.

Proofreads and reformats correspondence for Sheriff's signature.

Tracks and ensures compliance of the Sheriff's annual training and financial reporting requirements.

Attends as required Command Staff meetings and other meetings; adheres to strict confidentiality with information.

Plans, coordinates, and participates in various projects and operational initiatives of the Sheriff and Sheriff's Office.

Coordinates activities with various agencies, organization, elected officials' offices, and the general public; and provides information and assistance to internal and external customers.

Performs special tasks, projects, research projects, addresses the needs of the Sheriff's Executive Office and prepares letters and reports as required.

Oversees the day to day support activities of the Sheriff's Office coordinating processes and coverage of/with the executive support staff.

Performs other duties as assigned.

### **Minimum Qualifications**

- Bachelor's degree from an accredited college in Public Administration or related field and five (5) years of professional experience performing executive level administrative duties
- Masters' degree can be substituted for two (2) years of the required experience
- Consideration may be given to equivalent combination of related training, education and experience
- Proficient in Microsoft Office
- High degree of organizational time management skills
- Excellent communications skills both oral and written
- Self-initiator with considerable independent judgement in the performance of job duties
- 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