



## Jefferson County, Florida

### Position Description

**Position Title:** Executive Assistant – County Administration

**Department:** Administration

**FLSA Status:** Non-Exempt

**Employment Status:** Full-Time

**Pay:** \$20-25/hour

### Key Responsibilities

#### KNOWLEDGE, ABILITIES, AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

**Knowledge:** Knowledge of modern office management methods, procedures and equipment. Practical working knowledge of using a personal computer at the intermediate level.

**Abilities:** Ability to work in a fast paced environment within an executive-level setting that demands sensitivity to confidential matters. Ability to analyze and solve administrative problems and render advice and assistance on each. Ability to present oral and written comments and recommendations clearly and concisely. Ability to make sound independent judgment when necessary on routine matters. Ability to maintain good public relations with subordinates, superiors and the public and have a superior customer service attitude. Ability to effectively use a personal computer and Microsoft Office or similar office/business software applications, including, spreadsheets, word processing and PowerPoint. Ability to proficiently use other office related equipment.

#### ESSENTIAL JOB FUNCTIONS:

1. Prepares and/or review internal and external department correspondence to ensure information is accurate, format is appropriate and content is grammatically and structurally correct.
2. Handles routine inquiries and requests from Commissioners, County staff and external customers, including providing requested information in an accurate and timely manner.
3. Provides administrative support to the County Administrator and/or other assigned staff in the County Administrator's Office. This support included but is not limited to, scheduling appointments and meetings, drafting and/or finalizing correspondence, making travel arrangements, obtaining requested information, tracking and following up on issues and projects and processing invoices.
4. Monitors the department's fiscal position and alert supervisor to concerns in a timely manner.
5. Ensures all purchases are in compliance with County policies and procedures, including but not limited to, signing authority, purchasing card statements, purchase orders, contracts and work authorizations.



6. Utilizes the automated agenda preparation system and assists with preparation of the County Commission agenda for regular and special meetings/workshops.
7. Assists staff in other departments with information requests, scheduling of meetings and related assistance.
8. Assists with editing, production and distribution of the employee newsletter.
9. Maintains and update inventory as necessary.
10. Performs other related work as required.

**ESSENTIAL PHYSICAL SKILLS:** Good vision and hearing with or without correction. Use of both hands and fingers with dexterity. Occasional walking and standing is required.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Most duties are performed inside the office in a sedentary posture. Outside duties to include visiting County departments with varied locations and terrain are also required.

## Qualifications

### EDUCATION

An associate's (2-year) degree from an accredited college or business school. A comparable amount of relevant experience may be substituted for the education qualifications.

### EXPERIENCE

At least two years of relevant experience in office management providing clerical and administrative support.

### LICENSE CERTIFICATION OR REGISTRATION:

Valid Florida driver's license with a clean driving record and the ability to drive.