

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

DAVID GEE, SHERIFF

Tampa, FL



joinhcsso.com

Job Title: Administrative Specialist II
Job Code: W0201
Pay Grade: WL
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform a variety of advanced administrative/secretarial duties under general supervision supporting a department manager of a County function or operation. May supervise subordinate administrative/clerical and administrative/secretarial staff. As needed, one Administrative Specialist II level position may be authorized to support a department manager.

Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Perform a variety of advanced administrative, secretarial, and confidential functions and duties supporting a department manager.
- Maintain the department manager's calendar; schedule and coordinate appointments, reserve venue, and coordinate attendees; assemble handout materials, slideshow presentations, and equipment.
- Prepare, proofread, and distribute correspondence, memos, spreadsheets, logs, invoices, and reports in final form for approval or signature of the department manager; review incoming postal mail, electronic mail, correspondence, and statements; forward to the department manager or other department staff.
- Recommend improvements to administrative policies and internal workflow procedures to the department manager as needed.
- Provide input to department manager on budgetary matters concerning office expenditures such as equipment and supplies and monetary benefits such as payroll and overtime.
- Process, coordinate, and adjust payroll, timekeeping, and leave requests for department manager's approval and signature.
- Access, secure, and monitor restricted, sensitive, and confidential records or information to include but not limited to records involving personnel, payroll, medical, performance, or disciplinary information.
- May assist the department manager by following up on the status of time-sensitive items within the department.
- May take and transcribe dictation verbally or from electronic sources; may take minutes and record and report meetings or proceedings for the department manager.



- May prepare and distribute outgoing electronic mail and correspondence on behalf of the department manager; as authorized, may utilize an electronic signature or stamp for the department manager.
- May provide supervision, guidance, training, and review the work of subordinate administrative/clerical and administrative/secretarial staff to ensure accuracy, completion, timeliness, and corrective action as needed.
- May meet with staff members or members of the public on behalf of the department manager or other professional staff.
- Perform other related duties as required.

Knowledge, Skills, and Abilities

- Knowledge of policies, procedures, and rules of the assigned department function or operation.
- Knowledge of processing administrative and secretarial procedures such as word processing, file and record maintenance, transcription, and other related procedures.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Skill in the use of computers, computer related software or programs, local networks, databases, and internet search engines.
- Skill in communication and effective writing.
- Ability to transcribe documents and information from different sources.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to serve the public and represent the County with courtesy and professionalism.
- Ability to effectively lead or supervise lower-level administrative/clerical and administrative/secretarial staff.

Minimum Qualification(s)

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from an accredited four year degree college or university; and
Two years of administrative/secretarial experience; and
A passing score on pre-employment testing; and
40 net words per minute on a typing test; or 133 gross keystrokes per minute with 90% accuracy on a data entry test.

OR

An Associate's Degree from an accredited college or university; and
Three years of administrative/secretarial experience; and
A passing score on pre-employment testing; and
40 net words per minute on a typing test; or 133 gross keystrokes per minute with 90% accuracy on a data entry test.

OR

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Graduation from high school or possession of a GED Certificate; and
Successful completion of a secretarial, business and office technology, or office professional training program; and

Four year administrative/secretarial experience; and

A passing score on pre-employment testing; and

40 net words per minute on a typing test; or 133 gross keystrokes per minute with 90% accuracy on a data entry test.

OR

Graduation from high school or possession of a GED Certificate; and

Five years of administrative/secretarial experience; and

A passing score on pre-employment testing; and

40 net words per minute on a typing test; or 133 gross keystrokes per minute with 90% accuracy on a data entry test.

Additional Requirements

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.