

# Seminole County

## Classification Description

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Classification Title: Administrative Assistant

Class Code: 3002

EEO Code: F

FLSA: Non-exempt

Revision Date: August 1, 2006

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### General Statement of Job

Administrative and secretarial work in support of high-level management officials.

### Essential Functions

**Essential Functions:** *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*

Compiles, computes, and maintains departmental payroll, attendance, and other records.

Prepares and submits paperwork for actions concerning Administrative Services personnel.

Prepares correspondence and other documents necessary to support the Department Director.

Reviews various types of paperwork to ensure proper completion.

Answers phone and responds to inquiries in a professional and courteous manner.

Composes, types, proofs, and generates reports and forms; delivers mail; schedules meetings; prepares and distributes materials; maintains records as needed; and summarizes minutes of meetings in a timely fashion.

Coordinates office functions; prepares purchase orders and invoices, and processes for payment along with monitoring of budget expenses for Division.

Conducts research for completion of special projects and work assignments related to Division needs.

Coordinates special projects, inventory, computer leasing, and vehicle assignments. Keeps and maintains confidential information.



**Additional Duties:**

Performs other related work as required.

**Minimum Qualifications**

High school diploma or GED and two (2) years experience with extensive public contact and/or administrative responsibilities is required.

**Special Requirements**

Ability to type 35 words per minute. Good knowledge of Business English, spelling, punctuation, and arithmetic along with modern office practices and procedures, including record keeping methods.

Must be able to compose effective and accurate correspondence along with ability to meet and work effectively with internal and external customers. Must be able to communicate and direct well orally and in writing.

Knowledge of personal computer and general office equipment such as fax, copier, 10 key calculator, and printers is requested.

**Technical Requirements**

Must maintain Valid Florida Drivers License.

Knowledge of Microsoft Word, Excel, Access and other related software is required to maintain productivity.

**Working Conditions**

The work environment is a general office setting. The incumbent performs job duties while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Minimal walking, standing and stooping. Requires repetitive hand motion.

