HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Office Assistant

Job Code: W0106
Pay Grade: WG
Pay Scale: $18.76-$28.50 Hourly; $39,020.80-$59,280.00 Annually
Exempt: No

OVERVIEW

Perform a variety of general office tasks to support efficient agency operations.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Prepare and process correspondence, forms, schedules, and other materials from drafts or multiple sources.
- Maintain and update manual and electronic filing systems and logs.
- Review and verify data, forms, and documents for accuracy and completeness.
- Compile, classify, compute, and verify data.
- Provide general clerical support to staff and assist the public by responding to routine inquiries and retrieving information.
- Handle and maintain confidential information and materials as appropriate.
- Operate standard office equipment and use computer applications for word processing, data entry, spreadsheets, and database management.
- Perform general office tasks such as photocopying, mailing, and ordering supplies.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of general office policies, procedures, and practices.
- Knowledge of administrative and secretarial procedures.
- Proficient in computer applications and internet research.
- Ability to maintain confidentiality.
- Ability to type accurately.
- Ability to manage time effectively and prioritize multiple tasks.

SKILLS

- Customer Service
- Organizing
- Written Communication
- Computer Literacy
- Multitasking
- Verbal Communications
- Calendar Management

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.

- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Two years of general clerical experience involving typing, filing, data entry, and public contact.

OR

- An associate's degree from an accredited institution of higher education.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No 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 background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.