HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Senior Office Assistant

Job Code: W0108
Pay Grade: WI
Pay Scale: $20.90-$31.92 Hourly; $43,472.00-$66,393.60 Annually
Exempt: No

OVERVIEW

Perform advanced office and administrative support tasks.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Prepare, edit, and process complex documents, including correspondence, reports, and schedules from drafts or multiple sources.
- Maintain and oversee manual and electronic filing systems.
- Review, verify, and reconcile data, forms, and documents for accuracy and completeness.
- Process incoming requests, forms, and documentation; assign tracking numbers and maintain related logs.
- Assist internal staff, external agencies, and the public by responding to complex inquiries and conducting file reviews.
- Ensure confidentiality and secure handling of sensitive information.
- Use computer applications for word processing, data entry, spreadsheets, and database management.
- Order supplies and coordinate general office tasks such as mailing, copying, and routing of documentation.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of general office policies, procedures, and best practices.
- Considerable knowledge of grammar, punctuation, and spelling.
- Knowledge of administrative processes such as records management, timekeeping, and inventory control.
- Proficient in office software and data entry systems.
- Ability to plan, organize, and supervise the work of others.
- Ability to proofread and review clerical work for accuracy and completeness.
- Ability to perform accurate mathematical calculations and verify data.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to work collaboratively and effectively with others.
- Ability to type accurately at an acceptable speed.

SKILLS

- Multitasking
- Written Communication
- Organizing
- Time Management
- Customer Service

- Verbal Communications

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.
- Three 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.
- One year of general clerical experience involving typing, filing, data entry, and public contact.

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.