

**COLLIER COUNTY, FLORIDA  
CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: ADMINISTRATIVE ASSISTANT**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to provide responsible administrative and clerical support for the Supervisor of Elections. Work involves preparing and processing varied administrative documents such as payroll, budget, purchasing, etc.; preparing a variety of operational documents, forms, reports, records and summaries; entering data and retrieving information from department databases; and maintaining automated and manual files; and maintaining the schedule for the Supervisor of Elections.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

This position works directly for and provides administrative support to the Supervisor of Elections and office. Duties include scheduling, conducting research, creating presentations, and other similar functions.

Performs a variety of administrative duties for the office to include preparing and/or processing budget, purchasing, payroll and accounting documents. Coordinates the preparation of budget development documents; tracks expenditures and revenues; and prepares budget amendments. Records and deposits monies received by the office.

Prepares and/or reviews procurement documents to include bid specifications, invoices; contracts, etc. Supervises and/or performs data entry for purchase orders. Reviews and approves invoices and processes for payment.

Prepares payroll documents; prepares and/or audits time sheets; and submits documents to payroll staff.

Establishes and maintains office personnel files. Serves as liaison between assigned organizations both within the County and within the State.

Reviews and/or prepares executive summaries and other documents being presented to the Board of County Commissioners (BOCC). Prepares operational and program reports, correspondence, and other materials for the office and the Supervisor of Elections as requested.

Enters data into office databases, to include information from administrative functions and from operational/program activities.

Reviews and summaries a variety of fiscal, statistical and administrative information. Prepares statistical summaries and narrative reports.

Establishes and maintains automated and manual records and files.

Provides assistance and information to internal and external callers and visitors regarding the office, its programs and services with a high level of positive customer service. Refers callers/visitors to appropriate staff as needed.

Performs special projects as assigned.

**Collier County Supervisor of Elections****Grade 16 Exempt**

Orders office supplies; makes travel arrangements and reservations; and maintains calendars for management staff or conference rooms.

Operates a personal computer, telephones, copiers and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

**ADDITIONAL FUNCTIONS**

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled. Extended hours as required during election cycles.

**MINIMUM QUALIFICATIONS**

Associate's degree with course work emphasis in Business management, Administration, or closely related; supplemented by a minimum of four (4) years progressively responsible experience in administrative support functions; or an equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities.