



Job Description

POSITION TITLE: Executive Assistant I # 2200

SALARY PLACEMENT: Classified/Confidential Supervisory Salary Schedule
Range 5

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Equivalent of the completion of the twelfth grade, plus three years of advanced secretarial training or business/computer courses obtained through a community college, trade or correspondence school. Experience of a closely related nature may be substituted. Four years of varied and progressively responsible secretarial experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Advanced computer skills, including knowledge of Works (spreadsheet, word processing, and database), Word, Excel, PageMaker, FilemakerPro, and electronic mail and calendars. Experience in business procedures and applications. Shorthand or speed writing preferred. Experience working in a school district or county office of education.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Typing/word processing at a minimum of 55 wpm. Advanced computer skills. Ability to carry out oral and written directions; make decisions independently; communicate effectively; establish and maintain cooperative working relationships; and to prepare correspondence independently. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under general direction of management personnel, performs a wide variety of complex and responsible secretarial, technical, clerical and budgetary duties; has extensive dealings with the public and school district personnel. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Serves as personal secretary to an Assistant Superintendent. Answers telephone calls; handles visitors; receives and relays messages; handles requests for information and assistance.
2. Transcribes from a Dictaphone, either handwritten notes or dictation. Types letters, memoranda, and reports as assigned.
3. Attends to administrative and clerical detail utilizing initiative, problem analysis techniques, good judgment and confidentiality.
4. Gathers, reviews, and compiles information and prepares accurate and comprehensive reports and surveys with deadlines as assigned.
5. Schedules appointments; types letters and notices; prepares materials and reports as needed.
6. Maintains records and prepares notices and documents.
7. Prepares correspondences independently on matters not requiring personal attention of Administrator.
8. Maintains strict confidentiality on all job-related matters.
9. Prepares a variety of communicative subject matter that may include privileged and highly sensitive material.

10. Plans, develops and implements office procedures.
11. Makes mathematical calculations with speed and accuracy.
12. Maintains numerous and varied budgets.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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