



## Job Description

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<b>POSITION TITLE:</b>	<b>Executive Assistant III</b>	<b># 2418</b>
<b>SALARY PLACEMENT:</b>	<b>Classified/Confidential Supervisory Salary Schedule Range 11</b>	

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### **MINIMUM QUALIFICATIONS, EDUCATION, TRAINING AND/OR EXPERIENCE:**

Six years of varied and increasingly responsible executive and administrative secretarial experience. Equivalent or 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.

### **DESIRABLE QUALIFICATIONS, EDUCATION, TRAINING AND/OR EXPERIENCE:**

Bachelor of Arts or Science in the area of business or a related field. Experience working in a school district or county office of education, and service in a lead or supervisory capacity. Work experience in the public education system and with the California Education Code. Possess valid Notary Public license.

### **CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Possess advanced computer and typing/word processing skills. Ability to take dictation and transcribe it accurately. Ability to carry out complex oral and written directions; make decisions independently; communicate effectively verbally and in writing; establish and maintain cooperative working relationships; and prepare correspondence independently. Be flexible and receptive to change. Possess a valid California Driver's License and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier.

### **SUMMARY OF POSITION:**

Under direction of the County Superintendent, performs a wide variety of complex and highly responsible secretarial, clerical, and budgetary duties; acts as an administrative assistant to support the County Superintendent with complex routine administrative and technical details; serves as the initial contact with the public for the County Superintendent and does related work as required. This is a classified, confidential position.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Serves as support to the County Superintendent including tasks such as processing mail, answering telephone calls, handling visitors, receiving and relaying messages, handling requests for information and assistance.
2. Maintains a calendar of activities and events, schedules appointments, conferences, meetings, and makes travel arrangements for the County Superintendent.
3. Under direction of Coordinator of Administrative Services, prepares agendas and supporting information for board meetings, school district organization meetings, charter board meetings, superintendent meetings, administrative meetings, and foundation meetings.

4. Gathers, reviews, and compiles information, and prepares accurate and comprehensive reports and surveys, including California Public Records Act requests.
5. Assists County Superintendent in tasks related to state-wide organizations, including California County Superintendents Educational Services Association, California School Boards Association, and Association of California School Administrators.
6. Make arrangements for annual school board events, management events, and administrative events.
7. Independently composes complex reports and correspondence.
8. Meets schedules and timelines.
9. Coordinates and organizes meetings and workshops; prepares required materials, makes conference room reservations, and arrangements.
10. Operates standard office equipment.
11. Maintains strict confidentiality on all job-related matters.
12. Attends to administrative and clerical details utilizing initiative, problem analysis techniques, and good judgment.
13. Prepares a variety of communicative subject matter that may include privileged and highly sensitive material.
14. Plans, develops, and implements office procedures.
15. Performs other related duties as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, 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 and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.