



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Executive Assistant – Executive Director	District Department	Department Administrator

<b>Position No:</b> 63088	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> N03	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 8/10/99; 6/10/15

<b>JOB GOAL</b>
To provide secretarial assistance to the Executive Director and to coordinate department functions with considerable independence.

<b>MINIMUM QUALIFICATIONS</b>
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1. High school diploma or equivalent.
2. A minimum of three years of secretarial and/or clerical work with some administrative support responsibility or an equivalent combination of training and experience.
3. Knowledge of office practices, procedures, and management as well as grammar, Spelling, Business English, mathematics and Bookkeeping.
4. General office skills, word processing and data entry proficiency tests
5. T.A.B.E. test or successful completion of one (1) year of college work.
6. Ability to perform the functions of the position.

<b>DUTIES AND RESPONSIBILITIES</b>
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1. To type correspondence, reports, and other materials on general or technical subjects.
2. To compose routine correspondence of a nontechnical nature for Executive Director.
3. To set up and maintain files and records of office correspondence, documents, reports, and other materials.
4. To assemble and summarize information for the Executive Director's use on the basis of general instructions as to the nature of the information needed.
5. To recommend and implement new office procedures and methods.
6. To keep Executive Director's calendar, schedules appointments, and advise supervisor of appointments.
7. To assist in compilation of information, budget report preparation and maintenance, and various related reports.
8. To maintain control records on incoming correspondence and action documents and follow up on work in process to ensure timely reply or action.
9. To furnish information to the public and respond to inquiries not requiring research or technical knowledge.
10. To perform all clerical work related to a particular phase of the Executive Director's program, maintaining all records and composing correspondence relative to the program.
11. To perform assigned tasks in a timely and efficient manner.
12. To perform assigned tasks with a high standard of quality.
13. To perform other duties as assigned by the supervisor.

<b>PHYSICAL DEMAND CLASS:</b>
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Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.