

EXECUTIVE ASSISTANT II

DEFINITION

Assist and perform a variety of responsible, confidential and complex clerical and secretarial duties, and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Director of the department, and exercise general supervision over assigned clerical staff.

EXAMPLE OF DUTIES – Duties may include, but are not limited to, the following:

Perform a variety of highly responsible, confidential and complex clerical and secretarial duties.

Act as receptionist; screen mail, calls and visitors, and refer inquiries as appropriate. Respond to concerns and requests for information based upon District policies and procedures.

Receive, process, monitor and respond to employee/parent/citizen complaints.

Type a variety of written materials from rough draft, dicta-phone, transcription notes and or verbal instructions; independently respond to letters and general correspondence of a routine nature.

Operate a personal computer for the purpose of word processing, data entry and/or database inquiry.

Maintain and monitor the budget for the department, process requisitions, and document office spending.

Make travel and conference arrangements, process travel requests and reimbursements.

Order and maintain appropriate levels of office supplies and equipment.

May assemble and prepare reports and distribute to staff, the press, and interested members of the public.

May maintain a variety of files and records, including official records such as agendas, minutes, resolutions, documents, and other related materials.

May assist in the planning of orientations, workshops, seminars, retreats, and meetings.

May assist in the preparation and distribution of the agenda for the board of education.

May be required to attend board meetings and/or committee meetings and take and prepare minutes as necessary.

May assist with the arrangement and preparation of board room and board chambers for board meetings.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- English usage, grammar, spelling and punctuation
- Current office methods, procedures and equipment including a personal computer for the purpose of word processing, data entry and database inquiry
- Business letter writing techniques
- Organization, procedures and operating details of the District
- Record keeping principles and procedures

- Physical capability sufficient to perform job duties

Ability to:

- Establish and maintain confidentiality in performing job duties and secure confidential information
- Interpret and apply administrative and District policies, procedures, laws and rules
- Understand the organization and operations of the District and of outside agencies as necessary to assume assigned responsibilities
- Type at a speed of not less than 50 words per minute (certificate required)
- Communicate effectively, orally and in writing
- Establish and maintain effective working relationships with staff and with the general public
- Compose correspondence independently
- Compile and maintain complex and extensive records and files
- Make mathematical calculations quickly and accurately
- Understand and carry out oral and written directions

Experience and Education:

Any combination of education, training and experience equivalent to: completion of the twelfth (12) grade and four (4) years of broad, varied and increasingly responsible clerical experience including experience in the operation of word processing equipment and the ability to use transcribing equipment.

Physical Demands:

- Enter data into a computer terminal/typewriter and operate standard office equipment
- Sit for extended periods of time
- See and read a computer screen and printed matter with or without vision aids
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids
- Lift and/or carry up to 25 lbs at the waist height for short distances
- Bend at the waist
- Reach overhead, above the shoulders and horizontally, grasp, push/pull

License or Certificate:

- Possession of a valid California driver's license

SALARY PLACEMENT

Confidential Salary Schedule

Tier 2, Range F

12-month work year

Board approved: 10-10-89 (revised: 08-09-00)

Confidential re-alignment effective 03/01/19