

CLASS SPECIFICATION



CLASS: Executive Assistant
ALLOCATION: County-Wide
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: January 2008
REVISED: December 2013

JOB SUMMARY:

Under general supervision provide varied, complex and often sensitive administrative support to a department head requiring the frequent use of tact, discretion, initiative and independent judgment; compile a variety of statistical and informational data; may provide project or day-to-day direction to an office support staff, as required; attend meetings, often involving contact with government officials, the Board of Supervisors and Commissions, representatives of business or community organizations, the public, and all levels of County personnel to exchange information and explain administrative policies and procedures and perform other duties as assigned.

This is the advanced-journey level in the administrative series.

CLASS CHARACTERISTICS:

This position reports directly to an assigned Executive level position. This class is distinguished from the Executive Assistant to the County Administrator as the scope of responsibilities of the latter requires the incumbent to possess extensive knowledge of unique, diverse and complex issues and daily events of a highly sensitive nature. This class is further distinguished from the Executive Assistant to the Sheriff by the specialized knowledge of the latter of the legal environment of the County and State law enforcement community and exposure to sensitive information of a criminal nature.

EXAMPLES OF DUTIES:

Essential:

- Receive and screen visitors and telephone calls which may involve contact with the media and/or public officials; provide information and resolve complaints which require the use of judgment and interpretation of policies and procedures.
- Make appointments and maintain calendar for the Director and managers; schedule and arrange for meetings.
- Research, compile and summarize a variety of informational or statistical materials; assist with compiling and reviewing budget figures; maintain budget and balance expenditures, purchasing and other financial and business records.
- Maintain inventory; orders office supplies; purchase equipment; receive, review and process invoices.
- Prepare drafts and a wide variety of finished documents from notes, brief instruction, or prior materials; input or retrieve data and prepare a variety of reports.
- Initiate specified correspondence independently for signature by appropriate management staff or the department director.
- Review finished materials for completeness, accuracy, format, appropriate English usage and compliance with policies and procedures.
- Develop and maintain a variety of administrative, reference, personnel and follow-up files and records; purge files as required; maintain various policies and procedural manuals.
- Organize meetings by notifying participants and making room arrangements; prepare agenda and meeting packets; attend meetings; take, transcribe and distribute meeting minutes.
- Prepare and coordinate agenda items for Board of Supervisors, commissions, councils and committees; ensure all supporting documentation is included.
- Process invoices and requests for payment; may accept and balance money and/or prepare and receipt bills for departmental services.
- Relieve department head, managers and supervisors of office administrative matters by following up on projects, transmitting information and keeping informed of pertinent activities.
- Receive, review and process department payroll.
- Track and process employee evaluations and personnel related activities for assigned department.
- Process travel requests; make travel arrangements; process travel reimbursements.
- Update department website information.
- Build and maintain positive working relationships with co-workers, County employees, and the public using principles of good customer service.
- Receive and process incoming mail.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work.
- May organize, coordinate, direct and review the work of an associated office support staff; may direct staff in work procedures; may assist in selecting and evaluating the work of assigned staff.

EMPLOYMENT STANDARDS:**Knowledge of:**

- Standard office administrative support practices and procedures.
- Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Basic organization and function of public agencies, including the role of an elected Board of Supervisors and appointed boards and commissions.
- Basic budgetary and accounting practices and terminology.
- Record-keeping, report preparation, filing methods and records management techniques.
- Principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Modern office equipment, methods, procedures and computer hardware and software.
- Principles of business letter writing.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Business arithmetic, algebra, statistics, and their applications.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Techniques for working successfully with other employees in a lead capacity.
- Principles and practices of technical and functional supervision and training.
- Pertinent laws, codes and regulations.

Skill in:

- Providing varied, responsible, and often sensitive secretarial and office administrative assistance to a department director and associated management, supervisory and professional staff.
- Analyzing and resolving office administrative situations and problems.
- Designing and managing databases or spreadsheet files and developing special report formats.
- Researching, compiling, and summarizing a variety of informational and statistical materials.
- Composing professional correspondence and letters, independently or from brief instructions.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Directing, coordinating and reviewing the work of assigned staff and instructing staff in work procedures.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Perform complex clerical work rapidly and accurately.
- Accept criticism and deal calmly and effectively with high stress situations.
- Develop specific goals and plans to prioritize, organize, and reliably accomplish workload under limited supervision.
- Exercising appropriate judgment in answering questions, responding to requests and releasing information.
- Using initiative and independent judgment within general guidelines.
- Communicate effectively and efficiently verbally and in writing; follow and issue verbal and written instructions.
- Typing at a net rate of 40 words per minute from printed copy.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Typing Certificate: Minimum Net of 40 wpm. Typing Certificate must indicate results from a five (5) minute test with at least the minimum net wpm required.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Associate's degree from an accredited college with major course work in business or a related field; and three years of experience at a level equivalent to the County's classification of Office Specialist.

Candidates with strong experience who lack the degree are encouraged to apply.

PREFERRED: In addition to the minimum, secretarial or office administrative experience in a governmental agency; certain positions may prefer increased typing accuracy and speed.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Agency Approval: Martha K. Wilson
Date:

EEOC: F
WC: 8810.1

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____