

CLASS TITLE: SENIOR EXECUTIVE ASSISTANT

BASIC FUNCTION:

Under the direction of the Superintendent/President, perform a variety of secretarial and administrative support duties to assist the Superintendent/President with administrative details; provide secretarial support to the Board of Trustees.

REPRESENTATIVE DUTIES:

Perform administrative assistance and secretarial duties including processing administrative details not requiring the immediate attention of the Superintendent/President; prepare information needed in administrative decisions and in facilitating implementation of policies and programs. *E*

Receive and transcribe confidential dictation as required; compose correspondence independently or in accordance with oral or written instruction requiring thorough knowledge of District policies and procedures. *E*

Receive and screen office visitors and answer telephone calls; take messages; provide information and answer questions where judgment, knowledge or interpretation of

Correct English usage, grammar, spelling, punctuation and vocabulary.
 Receptionist and telephone techniques.
 Record-keeping techniques.
 Alpha and numeric filing systems.
 District organization, operations, policies and objectives.
 Operation of office machines including computer equipment, e-mail and applicable software.
 Principles of training and providing work direction.
 Applicable sections of the State Education Code and other applicable laws.
 Word processing techniques.

ABILITY TO:

Perform a variety of complex and responsible secretarial and administrative support duties to assist the Superintendent/President with administrative details.
 Provide secretarial support to the Board of Trustees.
 Learn quickly the operations, policies and procedures of the Superintendent/President's office.
 Communicate effectively both orally and in writing.
 Analyze situations accurately and adopt an effective course of action.
 Work independently with little direction.
 Read, interpret, apply and explain rules, regulations, policies and procedures.
 Prepare and maintain administrative records and files.
 Perform research, compile data and prepare reports.
 Work confidentially with discretion.
 Type at 60 words net per minute from clear copy.
 Take dictation at 100 words per minute and transcribe accurately.
 Plan and organize work.
 Compose correspondence and written materials independently.
 Meet schedules and time lines.
 Operate a computer terminal to enter data, maintain records and generate reports.
 Establish and maintain cooperative and effective working relationships with others.
 Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in secretarial science, business or related field and five years of increasingly responsible secretarial experience including two years experience as an administrative secretary in a public sector organization.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
 Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Bending at the waist, kneeling or reaching to retrieve and file records.