

CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Executive Assistant (Confidential)

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform a variety of complex and responsible secretarial and operational support functions for the District Management and/or assigned department.

SUPERVISOR: Chief Administrative Officer

TYPICAL DUTIES:

1. Handles routine administrative details not requiring the immediate attention of the supervisor.
2. Takes and transcribes dictation, notes, and/or dictation tapes as required.
3. Produces reports, correspondence, minutes, policies, memos, newsletters, agendas, forms, resolutions, and other documents from dictation notes, rough drafts, or verbal instructions.
4. Composes correspondence independently for supervisor signature.
5. Acts as information source regarding policies, procedures, programs and objectives.
6. Evaluates situations regarding students/staff/public to take appropriate action and /or direct to appropriate personnel.
7. Monitors and maintains operational budget records and gathers data for financial reporting.
8. Performs necessary mathematical computations and verifies proper authorization for expenditures, processing payments, posting and balancing accounts.
9. Receives complaints and takes corrective action, or refers as appropriate for resolution within established policies and guidelines.
10. Screens telephone calls and visitors for supervisor.
11. Arranges and schedules a variety of meetings and appointments, notifies participants, confirms dates and times, reserves meeting sites and prepares needed materials.
12. Makes arrangements necessary for attendance at professional meetings and conferences, including transportation and hotel reservations, expense requisitions, and other required documentation as necessary.
13. Maintains accurate and detailed calendar of events, due dates, meetings, appointments, and schedules related assigned program(s) and services.
14. Transmits directives and decisions on behalf of supervisor to various employees, departments, and community leaders.
15. Coordinates, monitors, and expedites the completion of special projects, assignments, and activities as assigned.
16. Prepares information needed for reports, data, records for supervisor to submit to appropriate District or governmental office as required.
17. Establishes and maintains a variety of records, logs, and filing systems pertaining to assigned area(s) of responsibility.

18. Assists in coordinating communications within and outside the District regarding administrative and operational functions.
19. Receives, reviews, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.
20. Orders, stores, and issues supplies and materials as necessary.
21. Receives, timestamps, and screens supervisor's mail.
22. Develops or assists in the development of forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of needed information.
23. Oversees department workload and assists other office personnel to provide support or coordinate workload.
24. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Modern office methods, techniques, and procedures including filing systems, business correspondence writing, and professional telephone techniques;
- Mathematical skills to prepare a variety of reports;
- Standard bookkeeping methods, practices, and requirements;
- A variety of computer software programs including work processing, statistical, and accounting programs;
- Proper English usage, grammar, punctuation, vocabulary, and spelling;
- Board policies and District procedures and operations.

Ability to:

- Plan, organize, and participate in the departmental activities of assigned responsibilities;
- Operate a variety of standard office machines and equipment including computer, printer, calculator, and copier;
- Interpret and implement Board policies and District procedures and operations in the absence of supervisor;
- Understand and carry out a variety of oral and written instructions independently;
- analyze situations and take appropriate action regarding routine procedural matters without immediate supervision;
- Word process accurately at a rate required for successful job performance;
- Take and transcribe dictation with speed and accuracy;
- Perform mathematical calculations accurately;
- Compose correspondence independently;
- Establish and maintain efficient information/retrievable systems and prepare reports as directed;
- Maintain the confidentiality and security of sensitive information and files;
- Work in addition to regular office hours as necessary and as assigned;
- Perform research and gather information from a variety of sources
- Communicate effectively in both oral and written forms;

- Meet and maintain the physical requirements necessary to perform assigned job duties in a safe and effective manner;
- Maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent.
- Prior job related experience with increasing levels of responsibility.
- TB test clearance.
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

- Sufficient vision to read printed material;
- Sufficient hearing to conduct in-person and telephone conversations;
- Understandable voice with sufficient volume and clarity to be heard in normal conversations;
- Sufficient dexterity to write, use telephone, office and media equipment;
- Ability to sit for extended periods of time;
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.