

CLASS TITLE: EXECUTIVE ASSISTANT

Class Code: 02442400

Pay Grade: 18A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve as a confidential assistant to the director, an executive director, an associate director or senior administrator in their capacity to formulate, determine and effectuate management policies in the field of labor relations; to be responsible for confidential and sensitive administrative details involving labor/management relations, personnel matters, grievances, arbitration's, collective bargaining negotiations, etc; to maintain utmost confidentiality with respect to management processes, strategies and organizational initiatives; to exercise discretion regarding related issues and activities; and to do related work as required.

SUPERVISION RECEIVED: Receives general supervision from a superior with considerable latitude for the exercise of initiative and independent judgement; work is subject to review for conformity to policies, rules, practices and instructions.

SUPERVISION EXERCISED: Plays a lead role in providing executive-level clerical support; may supervise and review the work of subordinate clerical staff, or serve in an advisory or consulting role, as assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To exercise initiative and sound judgement in generating correspondence, maintaining records, producing reports, conducting communications and relieving the executive of important administrative details; must maintain confidentiality and exercise discretion regarding work related issues and activities, especially those impacting labor/management relations.

To produce finished correspondence from written drafts, verbal instruction or taped dictation; to keep, prepare and publish notes or minutes of meetings and conferences.

To conduct and keep records of important telephonic, FAX and automated communications.

To arrange conferences and meetings with public officials and with representatives of the public, consumers, providers, professionals and related organizations.

To respond to a wide range of verbal and written inquiries of an administrative nature which do not require interpretations of policies and procedures.

To review correspondence, memoranda, statements, forms and records for content and compliance with administrative policies and procedures, and to sign all such documents on behalf of the executive or administrator, as authorized.

To independently compose a wide range of routine and unique correspondence.

To obtain a wide range of data and information as needed, to maintain automated and paper data filing systems, and to produce a variety of routine and special reports as required.

To make appointments, maintain calendars, make referrals, confer with other staff members to prevent or resolve operating problems related to the coordination of administrative support of work and, as required, to lead or supervise the work of a subordinate staff.

To represent the executive or administrative superior, as assigned.

To perform a variety of routine office functions and routine clerical tasks incidental to the work of the office.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of office methods, practices, procedures and terms; a thorough knowledge of business English; a working knowledge of a variety of automated office equipment and the ability to use that equipment to communicate effectively and professionally, gather information, maintain records and produce reports; a familiarity with the principles and practices of public administration; the skill in composing and transcribing correspondence, minutes and reports; the ability to independently manage a wide range of confidential administrative details, including those specific to labor/management relations; the ability to understand, follow and communicate complex written and verbal instructions; the ability to establish and maintain effective working relationships with other state departments or agencies, public and private organizations, departmental personnel and the public at large; the ability to recognize and respond to organizational issues and priority setting situations; the ability to lead and supervise subordinates; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in typing and business practices; and

Experience: Such as may have been gained through: employment in a responsible secretarial position including difficult and complex clerical duties and the independent handling of confidential administrative details.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 19, 1999

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