

EXECUTIVE ASSISTANT II

NATURE OF WORK

This is responsible executive secretarial work involving delegated administrative duties for the County Administrator or County Engineer.

An employee in a position allocated to this class performs a variety of complex clerical tasks requiring independent judgment and action. Duties include making decisions in accordance with organizational policies and practices. Emphasis is placed upon relieving the Administrative Officer of operational detail of the more routine correspondence. Direction is received in the form of suggestions or general outlines and employee is expected to develop work routines and complete assignments with only the more important assignments being reviewed.

EXAMPLES OF WORK

Takes and transcribes dictation; reads incoming mail, routes that not requiring supervisor's personal attention to proper official or independently composes reply.

Prepares agendas for commission meetings; compiles and furnishes necessary detailed information concerning agenda items to the various officials.

Meets general public, officials of government organization on all levels, reporters and others; gives out information pertaining to County procedures and policies; makes appointments; processes confidential matters; refers questions to appropriate official in absence of superior.

Researches materials from a wide variety of sources for articles or speeches and assists superior in drafting same.

Responsible for establishing and maintaining a comprehensive file system.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of Business English, spelling, punctuation and arithmetic.

Thorough knowledge of file systems, office procedures and equipment.

Considerable knowledge of ordinances, regulations, rules, procedures, functions, personnel and ability to apply this knowledge to complex problems and situations.

Ability to work independently on complex and confidential secretarial tasks.

Ability to compose effectively and accurate correspondence and to deal with non-routine matters.

Ability to deal with the public in an effective and courteous manner.

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EXECUTIVE ASSISTANT II - CONT'D

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES - CONT'D

Ability to establish an effective working relationship with superiors, subordinates, other organizations and the general public.

Ability to take and transcribe moderately complex dictation and to type from draft or plain copy rapidly and accurately.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or an equivalent recognized certification; including or supplemented by related college level course work; thorough experience in secretarial work with some administrative responsibilities; or any equivalent combination of related training and experience.

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