

STOCKTON UNIFIED SCHOOL DISTRICT

EXECUTIVE ASSISTANT III

DEFINITION

Perform a variety of highly responsible, confidential and complex clerical, secretarial and administrative duties for the Superintendent of Schools and Board of Education; to manage the clerical support functions of the department; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Department Head and exercises general supervision over assigned clerical staff.

EXAMPLE OF DUTIES – Duties may include, but are not limited to, the following:

Assist in coordinating the clerical, secretarial and administrative duties.

Carry out oral and written directives.

Analyze situations carefully and adopt effective courses of action with and without supervision.

Assist in selecting, supervising and training assigned staff.

Perform a wide variety of highly responsible, confidential and complex clerical, secretarial and administrative duties.

Act as receptionist; screen mail, calls and visitors and refer inquiries as appropriate; respond to concerns and requests for information based upon District policies and procedures.

Receive, process, monitor and respond to employee/parent/citizen complaints.

Interpret District policies, procedures, rules and regulations in response to inquiries and refer inquiries as appropriate; maintain and update policy manuals.

Type a variety of written materials from rough draft, Dictaphone, transcription notes and/or verbal instructions; independently respond to letters and general correspondence of a routine nature.

Schedule appointments/meetings and maintain supervisor's calendar.

Assemble and prepare reports as assigned.

Make travel and conference arrangements; process travel requests and reimbursements.

Assist in the planning of orientations, workshops, seminars, retreats and meetings.

Assist in preparing official documents and forms.

Maintain and operate a personal computer for the purpose of word processing, data entry and/or database inquiry.

Maintain a variety of files and records including official records such as agendas, minutes, resolutions, documents and other related material.

Order and maintain appropriate levels of office supplies and equipment.

Assist in monitoring and/or maintaining the department's budget; process requisitions.

May be required to attend meetings/committee meetings. Take and prepare minutes as necessary.

Perform related duties as assigned.

For the Superintendent's Office only: Research, prepare and distribute the Board agenda, agenda items, closed session agenda, board packet and Friday letter for the Board of Education; ensure all reports and other agenda materials are submitted on time; contact participants and otherwise coordinate the meeting; record official actions; take and prepare minutes; maintain files of minutes, resolutions, documents and other related materials; complete follow-up reports of meetings and distribute as appropriate.

QUALIFICATIONS

Knowledge of:

- Principles of supervision and training
- Current office methods, procedures and equipment including personal computer for the purpose of word processing, data entry and/or data inquiry
- Business letter writing techniques
- Record keeping principles and procedures
- Effective oral and written communication skills

Ability to:

- Coordinate clerical, secretarial and administrative duties
- Supervise and train subordinates
- Analyze situations carefully and adopt effective courses of action with and without supervision

Executive Assistant III, Page 3

Ability to: (continued)

- Establish and maintain confidentiality in performing job duties
- Interpret and apply District policies, procedures, laws and rules
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities
- Communicate effectively, orally and in writing; understand and carry out oral and written directions
- Establish and maintain effective working relationships with staff and with the general public
- Compose correspondence independently
- Compile and maintain complex and extensive records and files
- Make mathematical calculations quickly and accurately
- Type at a speed of not less than 50 words per minute
- Take and transcribe oral dictation at a rate of not less than 80 words per minute
- Operate a personal computer to perform word processing, data entry and/or data inquiry

Experience and Education:

Any combination of education, training and experience equivalent to completion of the twelfth (12) grade and four (4) years of broad, varied and increasingly responsible secretarial and administrative work, preferably in the field of public education. College education may be substituted for the required experience on a year-for-year basis.

License and Certificates:

- Possession of a valid California driver's license

Salary Placement:

Confidential Salary Schedule

Tier 3, Range H

12-month work year

Board Approval: 06/13/06

10/10/89

Confidential re-alignment effective 03/01/19