

STOCKTON UNIFIED SCHOOL DISTRICT

EXECUTIVE ASSISTANT

DEFINITION

Assist and perform a variety of responsible and confidential clerical and secretarial duties, and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive supervision from the department head. Exercise no supervision over other staff.

REPRESENTATIVE DUTIES– *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.)*

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

Type a variety of written materials from rough draft, dicta-phone, transcription notes and/or verbal instructions. **E**

May be required to attend Board of Education meetings and take minutes as necessary (Superintendent's Office only).

Process requisitions and document office spending; process travel requests and reimbursements. **E**

May assist in the preparation and distribution of the board agenda for the Board of Education meetings (Superintendent's Office only).

Maintain a variety of files and records including official records such as resolutions, minutes and agendas. **E**

May assemble and prepare reports and distribute to staff, the press, and interested members of the public.

Operate a personal computer for the purpose of work processing, data entry and/or database inquiry. **E**

Maintain regular and prompt attendance in the work place. **E**

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- English usage, grammar, spelling and punctuation
- Modern office methods, procedures and equipment
- Business letter writing techniques
- Record keeping principles and procedures
- Excellent communication and computer skills

Ability to:

- Interpret and apply administrative and District policies and procedures
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities
- Communicated effectively, orally and in writing
- Establish and maintain effective working relationships with staff and with the general public

- Compose correspondence independently
- Compile and maintain complex
- Make mathematical calculations quickly and accurately
- Analyze situations carefully and adopt effective course of action
- Understand and carry out oral and written directions
- Establish and maintain confidentiality in performing job duties
- Type at a speed of not less than 50 words per minute
- Take and transcribe oral dictation at a rate of not less than 60 words per minute

Experience and Education:

Any combination of education, training and experience equivalent to: completion of the twelfth (12) grade and three (3) years of increasingly responsible clerical experience, including experience in the operation of word processing equipment.

License and Certificates:

- Possession of a valid California driver's license

WORKING CONDITIONS

Environment:

- Indoor work environment

Physical Demands:

- Enter data into a computer terminal/typewriter and operate standard office equipment
- Sit for extended periods of time
- See and read a computer screen and printed matter with or without vision aids
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids
- Lift and/or carry up to 25 lbs at the waist height for short distances
- Bend at the waist
- Reach overhead, above the shoulders and horizontally, grasp, push/pull

Salary Placement:

Confidential Salary Schedule

Tier 2, Range D

12-month work year

Board approval: 10/19/89

ADA requirements: 7/13/2011