

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR EXECUTIVE ASSISTANT

Functions and secretarial operations in an administrative office.
 Organizational operation policies and objectives.
 Applicable laws, codes, regulations, policies and procedures.
 Modern office practices, procedures and equipment.
 Record-keeping techniques.
 Correct English usage, grammar, spelling, punctuation and vocabulary.
 Oral and written communication skills.
 Interpersonal skills using tact, patience and courtesy.
 Budgeting practices regarding monitoring and control.
 Methods of collecting and organizing data and information.
 Business letter and report writing, editing and proofreading.
 Public relations techniques.
 Operation of a computer and assigned software.

ABILITY TO:

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the administrator of a variety of administrative details.
 Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
 Plan, coordinate and organize office activities and the flow of communications and information for the assigned administrator.
 Organize complex material and summarize discussions and actions taken in report form.
 Compile and prepare comprehensive reports covering a broad spectrum of subject matter.
 Compose effective correspondence independently.
 Maintain a variety of complex and confidential files and records.
 Assure efficient and timely completion of office and program projects and activities.
 Understand and resolve issues, complaints or problems.
 Type or input data at an acceptable rate of speed.
 Take and transcribe dictation at an acceptable rate of speed.
 Operate a variety of office equipment including a computer and assigned software.
 Establish and maintain cooperative and effective working relationships with others.
 Analyze situations accurately and adapt an effective course of action.
 Plan and organize work.
 Meet schedules and time lines.
 Prioritize and schedule work.
 Work independently with little direction.
 Work confidentially with discretion.
 Communicate effectively both orally and in writing.
 Keyboard at a rate that ensures successful job performance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school supplemented by college-level course work in secretarial science or related field and four years of increasingly responsible secretarial or administrative assistant experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending the waist, kneeling or crouching to file materials.

Approved by Personnel Commission June 23, 2011; Revised Approval June 11, 2009; December 9, 2015

Kristin Olson
Director-Classified Personnel Services

Date: 12/21/15