

## **EXECUTIVE OFFICE ASSOCIATE I**

### **GENERAL RESPONSIBILITIES**

Responsible for providing a variety of office assistance activities for an Assistant Superintendent of Schools or the Chief Financial Officer or the Chief Information Officer, ensuring the proper operation of the Assistant Superintendent's office; assisting the Assistant Superintendent with clerical and administrative matters; preparing and maintaining complex and confidential files.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Screen visitors and telephone calls directed to the Assistant Superintendent.
- Provide information to the public or direct requests to appropriate department.
- Receive, process, date stamp and distribute mail.
- Handle a variety of administrative or technical assignments as assigned.
- Arrange meetings and conferences.
- Maintain appointment calendar; schedule appointments and interviews.
- Take and transcribe correspondence and memoranda.
- Compose and type letters and memoranda independently for the Assistant Superintendent's signature.
- Type reports and minutes of meetings.
- Receive E-Mail messages for Assistant Superintendent; convey messages and relay responses as appropriate.
- Set up and maintain filing systems and office procedures.
- Type reports, correspondence, memorandums, schedules, contracts and statements.
- Keep confidential files.
- Collect information and prepare complex reports.
- Prepare office budget document and supporting information.
- Process accounts payable information.
- Supervise subordinate clerical position(s).
- Prepare purchase requisitions for office materials and supplies.
- Operate a variety of office machines and word and data processing equipment.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of school division functions, organization and policies; thorough knowledge of business English and spelling; ability to establish and maintain effective working relationships with school officials, the general public and associates; ability to work under pressure; ability to organize and perform work independently; ability to lay out and type complex forms and tables; ability to make difficult arithmetic calculations; ability to type, take and transcribe dictation at a reasonable rate of speed; ability to operate personal computer and other standard office equipment; ability to supervise other clerical staff.

**EDUCATION AND EXPERIENCE**

High School Diploma and college level courses in office management, secretarial science or related field and extensive, increasingly responsible experience in secretarial work. A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

None.  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

None.

FLSA status: Non-exempt	Description: Rev. 6/00
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