



## **EXECUTIVE OFFICE ASSOCIATE II**

### **GENERAL RESPONSIBILITIES**

Under the leadership of the Chief of Staff, the position is responsible for providing a variety of office assistance activities; ensuring the proper operation of the office; assisting the Chief of Staff with clerical and administrative matters; preparing and maintaining complex and confidential files.

### **ESSENTIAL FUNCTIONS**

(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 Chief of Staff.
- Provide information to the public or directs 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 Chief of Staff's signature.
- Type reports and minutes of meetings.
- Receive email messages for Chief of Staff; convey messages and relay responses as appropriate.
- Set up and maintain filing systems and office procedures.
- Type correspondence, reports, memorandums, schedules, contracts, and statements.
- Keep confidential files.
- Collect information and prepare complex reports.
- Operate a variety of office machines and word and data processing equipment such as desktop computers with word processing programs.
- 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**

#### **Required:**

High school diploma or GED.

College level courses in office management, secretarial science, or related field.

Extensive increasingly responsible experience in secretarial work.

#### **Preferred:**

A comparable amount of training and experience maybe substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, balancing, and crouching. and driving. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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**SPECIAL REQUIREMENTS**

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 5/19, 7/20
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