

City of Stockton

EXECUTIVE ASSISTANT
EXECUTIVE ASSISTANT (CONFIDENTIAL)
EXECUTIVE ASSISTANT (LEGAL)

DEFINITION

Under direction, provides varied complex and often confidential secretarial and office administrative assistance to a department head or City Officer and associated supervisory and professional staff; may provide lead direction to a clerical support staff; performs related work as assigned.

CLASS CHARACTERISTICS

This class is distinguished from other City secretarial classes in that the nature, diversity, and scope of responsibilities originating from this level of management support requires the frequent use of tact, discretion, initiative, and independent judgment. Responsibilities include attendance at meetings and regular contact with government officials, City Council or board or commission members; representatives of business or community organizations, the public, and all levels of City personnel to exchange information and explain administrative policies and procedures.

PRINCIPAL DUTIES (Illustrative Only)

- Receives and screens visitors and telephone calls, providing information and resolving complaints which may require the use of judgment and interpretation of policies and procedures.
- Researches, compiles and summarizes a variety of informational or statistical materials; may compile and review budget figures.
- Directs and instructs office support staff and provides for work review and evaluation.
- Types drafts and a wide variety of finished documents from stenographic notes, brief instructions, or prior materials, may use word processing equipment and input or retrieve data and prepare reports from an on-line or personal computer system.
- Initiates specified correspondence independently for signature by appropriate management staff of the department head.
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Organizes and maintains various administrative, reference, and follow-up files; purges files as requested.
- Organizes meetings by notifying participants, making room arrangements; and preparing required informational materials.
- Relieves managers and supervisors of certain administrative matters by following up on projects, transmitting information; keeping informed of pertinent activities.
- Makes appointments and maintains a calendar, schedules and arranges for meetings and make travel arrangements; sorts mail and obtains related backup materials.
- Organizes own work, sets priorities and meets critical deadlines.
- Plans, organizes, coordinates, directs and reviews the work of an associated office support staff; instructs staff in work procedures; assists in selecting and evaluating the work of assigned staff.

Established/Exempted:	07/17/1978
Ordinance:	3089-CS
Title Changed:	11/12/1985
Resolution:	CC85-0684
Title Changed:	03/20/1989
Resolution:	CC89-0159
<u>Units</u>	
Executive Assistant	Supervisory (MC)
Executive Assistant (Conf)	Unrepresented/MW
Executive Assistant (Legal)	Unrepresented/Law-SP
<u>Employment Status</u>	
Executive Assistant (Conf)	At-Will
Executive Assistant (Legal)	At-Will
FLSA Status:	Non-Exempt
CS Status:	Unclassified
CS Status: Positions in PD and Fire	
Classified	

MINIMUM QUALIFICATIONS

Education/Experience:

Graduation from high school and four years of secretarial or office administration experience. Business or secretarial school training experience in dealing with governmental, community and business representatives is desirable.

Other Requirements:

- Typing at a rate of 55 net words per minute from printed copy.

Knowledge of:

- Standard office administrative and secretarial practices and procedures, including business letter writing and the operation of common office equipment, including a word processor and a personal computer;
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions;
- Record keeping, report preparation, filing methods, and records management techniques;
- Correct English usage, including spelling, grammar, punctuation, and vocabulary;
- Standards business arithmetic; and
- Basic supervisory principles and practices.

Skill in:

- Providing varied, responsible, and often confidential secretarial and office administrative assistance to department head and higher-level administrative staff;
- Using initiative and independent judgment within established guidelines;
- Using tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of the work;
- Analyzing and resolving administrative situations and problems;
- Researching, compiling, and summarizing a variety of informational materials;
- Composing correspondence independently or from brief instructions;
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction; and
- Planning, directing, coordinating and reviewing the work of assigned staff and training staff in work procedures.

Physical/Mental Abilities:

- Mobility - Constant sitting for long periods of time while operating a keyboard; occasional walking, bending, stooping, kneeling, reaching, pushing and pulling;
- Lifting - Occasional lifting of 10 pounds or less;

- Vision - Constant use of overall visual capabilities; frequent need for use of color perception, hand/eye coordination, reading and/or close up work;
- Dexterity - Frequent holding, grasping, typing, repetitive motion and writing;
- Hearing/Talking - Constant hearing and talking of normal speech in person and on the telephone; Occasionally speaking in front of large groups of people;
- Special Requirements - May require occasional weekend or evening work;
- Emotional/Psychological - Constant concentration, decision making and public contact; occasional ability to exercise sound judgment, especially under stressful situations; and working alone;
- Environmental Conditions - Occasional exposure to noise; and
- Working Conditions - Primarily performed in an office environment which is typically moderately quiet but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:

Original signed by

KEVEN P. STAR
DIRECTOR OF HUMAN RESOURCES

DATE: _____