



RUSD

RIVERSIDE UNIFIED
SCHOOL DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT I (CONFIDENTIAL)

WORK YEAR: 12 Months

VACATION: 27 Days

REPORTS TO: Director to Personnel

BASIC FUNCTION:

Under the direction of a Director, Administrator or comparable level supervisor, provide assistance with varied and complex secretarial and clerical support services to assist with administrative detail; organize office activities and coordinate flow of communications for the assigned supervisor; train and provide work direction to clerical and secretarial personnel as assigned.

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant series is used only for confidential classifications. The Executive Assistant I classification reports to a District-level classified or certificated Director, Administrator, Executive Director or comparable level supervisor and performs a broad range of administrative activities in support of a more complex function with substantial District-wide impact. The Executive Assistant II classification reports to an Assistant or Deputy Superintendent.

REPRESENTATIVE DUTIES:

- Perform a wide variety of complex and responsible secretarial and clerical duties to assist the coordinator or supervisor with administrative and clerical detail; organize office activities and coordinate flow of communications for assigned supervisor.
- Perform a variety of secretarial duties in support of a function which involves direct or indirect access to information pertaining to collective bargaining.
- Research and compile a variety of information; compute statistical information for various federal, State and District reports; process and evaluate a variety of forms related to assigned area.
- Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; provide detailed and technical information concerning policies and procedures where judgment, knowledge and interpretation of procedures and regulations are required.
- Assure timely communications between assigned office and District employees; make phone calls to receive and transmit information; resolve problems as appropriate; refer difficult situations to supervisor.

- Type a variety of materials including inter-office communications, applications, requisitions, forms, letters, special projects, legal documents and other materials; establish and maintain project and confidential files.
- Schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment calendar; collect and compile information for meetings, projects and workshops; prepare Board agenda items and related materials.
- Maintain a variety of complex personnel records, lists, files and records including confidential materials; administer payroll for department including completion and submission of time sheets as directed; assure confidentiality of information and records.
- Provide secretarial and clerical assistance to other staff as necessary; order and maintain supplies and materials; prepare purchase requisitions.
- Receive, open, sort, screen and distribute incoming mail; compose correspondence independently or from oral direction for supervisor's review.
- Operate a variety of office equipment such as typewriter, calculator, and duplicating machines.
- Operate a computer terminal, microcomputer and peripheral equipment to record information and generate lists, reports and other materials; utilize word processing and other software as required.
- Train and provide work direction to clerical and secretarial personnel as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District organization, operations, policies and objectives.
- Applicable sections of State Education Code and other applicable laws.
- Department organization, rules and programs.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of office machines including computer equipment.
- Technical aspects of field of specialty.
- Methods of collecting and organizing data and information.
- Business letter and report writing techniques.

ABILITY TO:

- Perform complex and responsible secretarial support duties requiring initiative and good judgment.
- Work independently with little direction.
- Type at 50 words net per minute from clear copy.
- Analyze situations accurately and adopt an effective course of action.
- Compose independently or from oral instructions letters, memos, bulletins or other material.
- Establish and maintain cooperative and effective working relationships with others.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Operate various office equipment such as typewriter, computer terminal and printer, copier and calculator.
- Make arrangements for meetings, workshops and conferences.
- Maintain a variety of filing systems.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Communicate effectively both orally and in writing.
- Attend meetings, conferences and workshops.
- Complete work with many interruptions.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate a computer terminal and office equipment.
- Speaking to exchange information.
- Seeing to assure accurate and complete correspondence.
- Reaching to retrieve and maintain files.
- Sitting for extended periods of time.