



**CONFIDENTIAL EXECUTIVE ASSISTANT TO THE SUPERINTENDENT OF SCHOOLS
AND
CONFIDENTIAL EXECUTIVE ASSISTANT II
AND
CONFIDENTIAL EXECUTIVE ASSISTANT**

BASIC FUNCTION

Under administrative supervision, provide primary executive assistance and support for the Office of the Superintendent of Schools or to senior- O H Y H O H [H F X W L Y H O H D G H U V U H S R U W L Q J W R D Cabinet; serve as initial contact and interface on behalf of the executive; compile and prepare complex data, presentations and reports for district and public dissemination; provide expertise to the administrative support functions, staff and activities of the office, exercising professionalism, exemplary judgment, discretion and confidentiality.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This is a list of typical tasks performed in this classification.

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Interpersonal skills using tact, patience and courtesy.
Oral and written communication techniques.
Budgeting practices including monitoring and control.
Methods of collecting and organizing data and information.
Business letter and report writing techniques.

Ability to:

Perform multiple complex and responsible administrative and secretarial support duties simultaneously with constantly changing priorities and deadlines.

Special Requirements:

Positions in these classifications may require occasional evening and weekend work hours to set up and attend meetings.

Positions in these classifications may require a valid driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.