

**PACIFICA SCHOOL DISTRICT
CLASSIFIED PERSONNEL**

EXECUTIVE ASSISTANT

CLASSIFIED CONFIDENTIAL SALARY SCHEDULE

RANGE: 17

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction, to serve as secretary to the Superintendent; to perform highly complex and responsible secretarial work of a confidential nature, and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The incumbent in this one-position classification performs high-level secretarial duties and tasks requiring the exercise of independent judgment as a confidential employee to the Superintendent under the terms described in Government Code Section 3540.1

EXAMPLES OF DUTIES

- Prepares School Board agendas
- Prepares unadopted minutes of Board meetings
- Maintains adopted Board minutes official records
- Makes arrangements for meetings and conferences for Board members and Superintendent
- Maintains Superintendent's special confidential files
- Serves as confidential employee to the Board Superintendent as described in Government Code Section 3540.1
- Uses computer for word processing, spread sheets, desk top publishing, etc.
- Prepares correspondence independently on matters not requiring personal responses by the Superintendent
- Compose and type reports, memos, letters and other documents
- Transcribes and types reports, letters, memoranda, and related documents from rough draft, verbal instructions and/or tapes.
- Gathers data processed elsewhere and compiles reports, making arithmetical calculations and developing reports in accordance with written or oral instructions
- Respond to requests for information and assistance
- Receives public complaints, refers matters to proper persons
- Relieves Superintendent of routine administrative duties
- Performs other related duties as assigned

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic School District functions, policies, rules and regulations
- Office procedures and equipment, including filing systems, receptionist and telephone techniques, letter and report writing, operation of computer, word processing, spread sheets and desk top publishing equipment and duplicating machines
- English usage, spelling, grammar and punctuation

Ability to:

- Learn, interpret and apply School District policies, laws and regulations
- Take responsibility and use good judgment in recognizing scope of authority
- Gather information and compose correspondence independently
- Take stenographic notes at meetings and conferences and transcribe into clear and concise reports
- Establish and maintain cooperative relationships with administrators, teachers, other employees and the general public
- Effect and maintain a pleasant, efficient and professional office atmosphere
- Understand and carry out complex oral and written instructions
- Demonstrate proficiency in word processing, spreadsheets and desktop publishing.

ESSENTIAL FUNCTIONS

- Speak, read and understand the English language sufficiently to successfully receive/provide information to/from students, the public, co-workers, supervisors, etc.
- Work under pressure to complete a variety of written reports within specific timelines
- Sufficient coordination/dexterity to operate modern office equipment (i.e., computers, printers, copiers, calculators, etc.)
- Perform all duties listed on the job description except those determined to be incidental

EXPERIENCE

Five years of broad, varied and increasingly responsible secretarial experience, preferable in the field of public education, including some public contact.

EDUCATION

High school diploma or equivalent, preferably supplemented by courses in the areas of secretarial and administrative functions.

Revisions Approved by Board:	February 8, 2000
Revisions Approved by Commission:	February 16, 2000