

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: EXECUTIVE ASSISTANT III, NON-CONFIDENTIAL

BASIC FUNCTION:

Perform highly responsible secretarial and administrative support duties to the Associate Superintendent and County Board of Education; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and flow of communications and information for the assigned administrator; and maintain confidentiality regarding a variety of issues.

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant III, Non-Confidential classification provides primary and complex administrative support to an Associate Superintendent responsible for

inventory of supplies and equipment in accordance with established guidelines.

Develop and implement office procedures to assure complete and timely operations; create office forms to facilitate work flow.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and secretarial operations of an administrative office. Organizational operations, policies and objectives.

Applicable laws, codes, regulations, policies and procedures. Modern office practices, procedures and equipment.

Record keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary. Oral and written communication skills.

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Any combination equivalent to: associate's degree in secretarial science or related field and four years of increasingly responsible secretarial or administrative assistant experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment. Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone. Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending the waist, kneeling or crouching to file materials.