

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: EXECUTIVE ASSISTANT II, CONFIDENTIAL

BASIC FUNCTION:

Under the direction of an assigned Cabinet-level official, perform a variety of complex secretarial and administrative assistant duties to relieve the official of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant III, Confidential classification provides primary and complex administrative support to an Associate Superintendent responsible for administrative functions involving the Board of Education and Superintendent's office. Incumbents require thorough knowledge of organizational operations, policies and procedures. The Executive Assistant II, Confidential classification performs complex administrative support duties requiring thorough understanding of Merit System Rules and Regulations, Human Resources -7 Td (iv6 Assistand and)Tj -0.0es requiate Suinetsupport dutiough knowledge of organizationtDISTINGUISHIRE

Compose effective correspondence independently.
Perform a variety of clerical accounting duties in support of assigned department or program.
Answer telephones and greet the public courteously.
Complete work with many interruptions.
Maintain a variety of records, logs and files.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Determine appropriate action within clearly defined guidelines.
Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in secretarial science or related field and four years of clerical or secretarial experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS: