



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>EXECUTIVE ASSISTANT</u>			
DEPARTMENT/SITE:	District Department	SALARY SCHEDULE:	Confidential
		SALARY RANGE:	08
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Assigned Administrator	FLSA:	Exempt

BASIC FUNCTION:

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the assigned Cabinet Administrator of a variety of administrative details; 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 Cabinet Administrator; train and provide work direction and guidance to assigned personnel as directed. The incumbents in this classification assist in providing comprehensive support ensuring the efficient operation of the office of the assigned Cabinet Administrator, which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Perform highly responsible duties as the primary and confidential Executive Assistant to the assigned Cabinet Administrator, relieving the Cabinet Administrator of a variety of secretarial and administrative details; plan, coordinate, and organize office and department activities and flow of communications for the administrator; maintain confidentiality of privileged and sensitive information.

Receive, screen and route telephone calls; greet and assist visitors; refer callers or visitors to appropriate staff members; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the assigned Cabinet Administrator by phone and written communication; interpret policies and regulations to officials, staff and the public.

Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials.

Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and ensure proper completion of reimbursement forms; maintain and coordinate the assigned Cabinet Administrator's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities on behalf of the assigned Cabinet Administrator.

Receive, sort, and route incoming correspondence; review and determine the priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets, and informational materials for mailing.

Attend a variety of meetings; prepare related notices, reports, presentations, and agendas; record, synthesize, and transcribe minutes; prepare and distribute minutes, updated records, statements, documents, and reports to appropriate personnel.

Research and compile a variety of information; compute statistical information for various federal, State, and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary.

Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of lists and reports; ensure timely distribution and receipt of a variety of records and reports; ensure accuracy of input and output data.

Maintain designated budgets and ensure assigned accounts are accurate and expenditures are within federal or State requirements; collect and account for fees; initiate budget transfers as directed.

Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity, and assigned duties, including those of a confidential nature; establish and maintain filing systems.

Perform special projects and prepare various forms and reports on behalf of the assigned Cabinet Administrator; attend to administrative details on special matters as assigned; perform varied duties related to the assigned Cabinet Administrator's area of responsibility and assigned programs.

Operate and maintain a variety of modern office equipment, including a computer and assigned software; arrange for equipment repairs as needed.

Communicate with other departments, administrators, and outside agencies to coordinate activities, exchange information, and resolve issues or concerns.

Prepare, type, and process requisitions according to established guidelines; order, receive, and maintain inventory of supplies and equipment in accordance with established guidelines.

Obtain and provide information, records, and materials to staff and the public where judgment, knowledge, and interpretation of policies and regulations and organizational functions and programs are required; verify information for staff and outside agencies as requested.

Develop and implement office procedures to ensure complete and timely operations; create office forms that facilitate workflow.

Train and provide work direction and guidance to department personnel.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

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.
Interpersonal skills using tact, patience, and courtesy.
Budgeting practices regarding monitoring and control.
Methods of collecting, synthesizing, and organizing data and information.
Business letter and report writing, editing, and proofreading.
Basic public relations techniques.
Operation of a computer and assigned software.
Correct English usage, spelling, grammar, and punctuation.
Basic math, including calculations using fractions, percentages, and/or ratios.

ABILITY TO:

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the assigned Cabinet Administrator of a variety of administrative details.
Interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.
Plan, coordinate, and organize office activities and flow of communications and information for the assigned Cabinet Administrator.
Organize complex material and summarize discussions and actions taken in report form.
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
Compose effective correspondence independently.
Maintain a variety of complex and confidential files and records.
Ensure efficient and timely completion of office and program projects and activities.
Understand and resolve issues, complaints, or problems.
Type or input data at an appropriate rate of speed with accuracy.
Operate a variety of office equipment, including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and timelines.
Prioritize and schedule work.
Work effectively, both independently and as a member of a team.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Adhere to safety practices.
Consider a variety of factors when using equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school, or equivalent, supplemented by college-level coursework in business, secretarial sciences, or related field and four (4) years of increasingly responsible secretarial experience, including experience in an administrative office.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

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.

Regularly lifting, carrying, and/or moving objects weighing up to 10 pounds and occasionally lifting, carrying, and/or moving up to 25 pounds.

HAZARDS:

Traffic hazards.

CLEARANCES:

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 12/91

Revised: 12/98; 6/11 (Ewing); 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025