



# Executive Assistant I

Salary Group: B17

Class Code: 0160

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
EXECUTIVE ASSISTANT I	0160	B17	\$36,976 - \$58,399
EXECUTIVE ASSISTANT II	0162	B19	\$42,244 - \$68,960
EXECUTIVE ASSISTANT III	0164	B21	\$48,278 - \$78,953

## GENERAL DESCRIPTION

Performs complex (journey-level) professional assistance work for an executive. Work involves coordinating high-level administrative operations of an agency, division, or department. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Coordinates calendars, meetings, and conferences; develops trip itineraries and presentation materials; and coordinates air and ground travel.

Prepares and edits complex correspondence, memos, charts, presentations, and spreadsheets.

Communicates administrative policies, procedures, standards, and methods.

Reviews administrative practices and programs and assists in formulating policies as appropriate.

Prepares notices or agendas for meetings and hearings.

Answers and screens phone calls, takes messages, and sets-up conference calls for an executive.

Assists in planning or preparing reports, correspondence, studies, forms, manuals, and publications.

May communicate objectives, tasks, and decisions to staff on behalf of an executive.

May coordinate and prepare administrative assignments, programs, and other administrative matters within a division, department, or agency.

May assist the executive with general human resource management actions.

May assist with budget preparation.

May provide guidance to others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in administration management. Graduation from an accredited four-year college or university with major coursework in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of accepted business practices and procedures; of applicable rules, regulations, and policies; and of related legislative and legal practices and procedures.

Skill in the use of standard office equipment and software.

Ability to handle high-level administrative issues; to analyze and solve work-related problems; to communicate effectively; and to provide guidance to others.