



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
EXECUTIVE ASSISTANT IV	0166	B23	\$55,184 - \$90,393

GENERAL DESCRIPTION

Performs complex (journey-level) professional assistance work for an executive or multiple executives. Work involves providing a wide variety of high-level administrative support including managing the day-to-day activities of an executive(s). May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant series is intended for employees performing work in support of an executive within the agency. Employees in this series are typically required to handle confidential and sensitive information and may correspond with executives at other state agencies, members of the Legislature, or other high-level contacts. Although duties may be the same in the higher levels within this series, distinctions between levels may be based on many factors including the size of the agency, department, or division as well as the level of the executive the employee reports to (examples include Deputy Director, Commissioner, and Executive Director). Other factors may include the number of staff the employee oversees or supervises, the number of executives the employee supports, the level of complexity of an agency, department, or division, and the level of education that may be required.

EXAMPLES OF WORK PERFORMED

Coordinates calendars, meetings, and conferences; develops trip itineraries and presentation and handout materials; and coordinates travel for an executive(s).

Prepares and edits reports, correspondence, memos, charts, presentation slides, forms, and spreadsheets.

Greets visitors, answers and screens phone calls, takes messages, and sets up conference calls for an executive.

Provides input into developing and revising administrative policies, procedures, standards, and methods, and provides guidance and interpretation on policies and procedures.

Prepares notices or agendas for meetings and hearings.

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

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 approve and monitor the purchase of office supplies.

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.