



# Executive Assistant

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
EXECUTIVE ASSISTANT I	0160	B17	\$39,976 - \$61,399
EXECUTIVE ASSISTANT II	0162	B19	\$45,244 - \$72,408
EXECUTIVE ASSISTANT III	0164	B21	\$51,278 - \$82,901
EXECUTIVE ASSISTANT IV	0166	B23	\$58,184 - \$94,913

## GENERAL DESCRIPTION

Performs professional assistance work for an executive, involving coordinating high-level administrative operations of an agency, division, or department.

## DISTINGUISHING CHARACTERISTICS

The Executive Assistant series is intended for employees providing high-level day-to-day administrative support and assistance to an executive(s) and/or other assigned leadership staff within an 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. Employees who (1) perform similar support work with an emphasis on more common and recurring tasks, (2) may require more specific direction, and (3) do not support executive or leadership staff, may be better classified within the Administrative Assistant job classification series.

## EXAMPLES OF WORK PERFORMED

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

Completes expense and mileage reports for an executive(s).

Prepares and/or proofs for accuracy various documents, including correspondence, memos, meeting notices and agendas, charts, presentation slides, handouts, forms, and spreadsheets.

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

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

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

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at the level IV may also perform work listed within the previous levels.*

**Note:** *Factors that may distinguish between levels include the scope and complexity of the work being performed, the number and classification of staff the employee supports (examples include Deputy Director, Commissioner, and Executive Director), the number of staff the employee may oversee or supervise, and related experience and education. A senior-level employee (levels II-IV) may serve in a lead or supervisory role, however, supervisory responsibilities including the day-to-day management, coordination, and oversight of work for assigned staff will normally be found at the III or IV level. Additionally, although a journey level may provide support for more than one staff member, executive assistants who regularly provide support for more than one executive or provide support for an executive at a large agency may be most appropriately classified within one of the senior levels.*

**EXECUTIVE ASSISTANT I:** Performs complex (journey-level) professional assistance work for an executive. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

**EXECUTIVE ASSISTANT II:** Performs highly complex (senior-level) professional assistance work for an executive or multiple executives. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment; may occasionally receive instruction or assistance as new, unusual, or unique situations arise and/or assist others in performing work of greater complexity. Employees at this level may advise and assist an executive on high-level administrative matters and operations.

**EXECUTIVE ASSISTANT III:** Performs advanced (senior-level) professional assistance work for an executive or multiple executives. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Revise administrative policies, procedures, standards, and methods, and provide guidance and interpretation on policies and procedures.
- Assist an executive(s) with general human resource management actions and budget preparation.

**EXECUTIVE ASSISTANT IV:** Performs highly advanced (senior-level) professional assistance work for an executive or multiple executives. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Advise executives on administrative policies and procedures.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives.
- Assist executive(s) with the preparation of financial statements.
- Prepare administrative assignments, programs, and other administrative matters within a division, department, or agency.

## **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**

#### **For all levels**

- Knowledge of accepted business practices and procedures; applicable rules, regulations, and policies; and 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.

#### **Additional for Executive Assistant III-IV levels**

- Ability to oversee and to supervise the work of others.