

# WISEBURN UNIFIED SCHOOL DISTRICT

## EXECUTIVE ASSISTANT

*CONFIDENTIAL OR CLASSIFIED POSITION*

### **DEFINITION:**

Under direction, to serve as Secretary to an Assistant Superintendent or Cabinet level position, relieving the Assistant Superintendent of routine administrative and responsible clerical details; to perform responsible clerical work; to prepare agendas, minutes, reports and documents for the Division; organize and maintain files, and perform other duties as required.

**REPORTS TO:** Assistant Superintendent or Cabinet level position

### **DISTINGUISHING CHARACTERISTICS:**

The Executive Assistant is distinct from the classification of Executive Assistant to the Superintendent in that there are roles and responsibilities unique to the Superintendent's Office and are not performed for other Cabinet members. It is distinct from the classification of Administrative Assistant in that the duties and abilities are broader in scope and more independent in decision making.

### **EXAMPLES OF DUTIES**

- Uses word processing to assist the Superintendent with correspondence, agenda, agenda items and supplemental materials for the District Board of Trustees' meetings. E
- Takes and transcribes confidential dictation. E
- Prepares correspondence independently on matters not requiring a personal response from the Assistant Superintendent or questions regarding policy. E
- Gathers information and data from a variety of sources, compiles and prepares reports in memoranda, letters and other documents. E
- Opens, reads, and routes incoming mail and notes materials for Superintendent's attention. E
- Assists callers in person or on the telephone. E
- Answers questions, provides information, refers callers to appropriate staff members. E
- Keeps Assistant Superintendent's appointment calendar. E
- Prepares surveys (child care, parent, personnel, community, etcetera) and compiles summary of information, as requested. E
- Coordinates and arranges travel and conference arrangements for the Assistant Superintendent. E
- Performs other related duties, as required.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Ability to use a variety of software programs and databases to maintain records and generate reports including word processing, spreadsheets, etc.
- Modern office methods and practices, including filing systems.
- Receptionist and telephone techniques.

- Letter and report writing.
- Shorthand, Dictaphone, speed writing or other methods of dictation.
- District policies, rules, and regulations affecting the work of the Superintendent's Office.  
Common public relations courtesies, practices, and techniques.
- A second language.

**Ability to:**

- Word process at a speed of 60 words per minute from clear copy.
- Take dictation at a speed of 100 words per minute and transcribe it accurately at a rate of not less than 30 words per minute on word processor.
- Learn specific rules, laws and policies regarding State and Federal projects in a timely manner, and apply them with good judgment in a variety of procedural matters. Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with those contacted during the course of work.
- Meet the public and professional staff tactfully and courteously.
- Interpret and apply District Policies, laws, rules, and regulations within the scope of the office.
- Take responsibility and use good judgment in recognizing scope of authority.
- Gather information and compose correspondence independently.
- Take notes at meetings and conferences and transcribe to clear and concise reports. Work independently with confidential records and materials.
- Perform basic business functions and make arithmetic calculations
- Speak, write, and understand Spanish.
- Operate computers and standard office equipment
- Maintain confidentiality and an advanced level of discretion.

**Experience:**

Three years of broad, varied and increasingly responsible clerical or secretarial experience comparable to the duties listed above, preferably in the field of public education. College education may be substituted on a year for year basis for up to two years of the desirable experience.

**Education and/or Licensure:**

A high school diploma or its equivalent including or supplemented by secretarial course work.

**WORKING CONDITIONS:**

**Environment:**

Office environment, subject to constant interruptions.

**Physical Abilities:**

<b>Vision (which may be corrected)</b>	to see small print and maintain records
<b>Hearing (Which may be corrected)</b>	to communicate with staff, to talk on phone
<b>Speech</b>	to communicate with staff, to talk on phone

<b>Dexterity of hands and fingers</b>	to operate office equipment
<b>Sitting for prolonged periods of time</b>	to perform required duties
<b>Strength</b>	to lift, push, pull and/or carry objects which may weigh as much as 25 lbs. on an occasional basis.

Revised: December, 2021

Approved: 08/17/2022