

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT

BASIC FUNCTION:

Under the direction of the Superintendent, perform administrative and secretarial detail; perform highly complex and responsible secretarial work; interpret District policies and regulations.

REPRESENTATIVE DUTIES:

Act as confidential secretary to the Superintendent; coordinate secretarial work required in the preparation of Board agenda and materials; attend and take Board meeting minutes.

Attend to administrative details on special matters assigned by the Superintendent; work with other departments; coordinate specific activities; receive telephone calls and visitors.

Obtain, interpret and provide information to public/staff concerning office functions, district policies and procedures; schedule appointments/meetings, travel arrangements.

Compose correspondence, statistical reports; establish and maintain confidential/complex files; receive, route and respond to mail; order office supplies/equipment.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Correct English usage and grammar.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills; telephone techniques and etiquette.

Functions and secretarial operations of an administrative office.

District policies, rules and regulations.

ABILITY TO:

Perform highly complex, secretarial duties to assist the Superintendent.

Type, file and maintain records and reports.

Learn and apply laws, rules, regulations relating to the District.

Analyze situations and determine appropriate course of action.

Operate a variety of office equipment.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships.

Type at 60 words net per minute from clear copy.

Take dictation at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years of responsible secretarial experience and two years of college coursework in a related field. One year as a secretary in a school environment is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License; Typing Certificate.

WORKING CONDITIONS:

District office conditions.

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Ewing & Company