

Code: 1164

Title: EXECUTIVE ADMINISTRATIVE ASSISTANT

SUMMARY: Performs secretarial and administrative activities in support of an elected official or department executive within Pima County.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Assists executives in organizing, prioritizing and scheduling administrative activities;
Maintains confidentiality of conversations, files and documents;
Greets visitors and maintains executive office protocol;
Schedules and coordinates executive meetings, conferences, interviews, appointments and prepares agendas and meeting materials;
Reads, screens, prioritizes and directs incoming mail;
Acts as an executive representative to gather and relay information and interacts with staff members, department directors and elected officials;
Responds to, or routes to appropriate staff, public and staff inquiries concerning departmental and county activities, policies and procedures;
Utilizes an automated information system for word processing, electronic mail, production of graphics and spreadsheets and database input and retrieval;
Transcribes or composes, prepares, reviews and edits executive correspondence, memoranda and other documents prior to publication and/or distribution;
Researches and compiles information for preparation of routine, periodic and special reports;
Records and transcribes meeting minutes;
Coordinates travel arrangements for executives and prepares travel documentation;
Coordinates clerical activities of support staff;
Establishes and maintains specialized files;
Records and monitors miscellaneous expenditures, e.g., petty cash, supply requisitions, etc.;
May supervise office support staff to include training, evaluating employee performance, and recommendations on hiring, termination, discipline and related personnel activities;
May assist in unit budget preparation and monitoring.

KNOWLEDGE & SKILLS:

Knowledge of:

- standard office practices, procedures and equipment;
- business English, spelling, grammar, punctuation and arithmetic;
- applications of automated information systems;
- shorthand or electronic dictation;
- departmental and County policies and procedures;
- standard and automated filing practices and procedures;
- specialized knowledge, terminology and procedures specific to the area of assignment.

Skill in:

- establishing effective working relationships with others;
- communicating effectively, both orally and in writing;
- using automated information systems to produce documents;

- preparing, editing and producing various documents;
- researching and compiling information and preparing reports;
- recording and transcribing minutes and dictation;
- maintaining filing systems;
- coordinating the activities of support staff;
- supervising and training staff.

MINIMUM QUALIFICATIONS:

Four years of experience performing secretarial and administrative tasks which demonstrate the desired knowledge and skills including two years of experience in support of a managerial level position. (Relevant education from an accredited college, university, trade or vocational school may substitute for up to two years of the general portion of the aforementioned experience)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Notary Public commission at time of appointment or prior to completion of an initial or promotional probation period.

Special Note: The ability to observe confidentiality is required within this classification.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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