

*Code: 1166*

*Title EXECUTIVE ADMINISTRATIVE ASSISTANT-COUNTY  
ADMINISTRATOR'S OFFICE*

**SUMMARY:** This classification performs secretarial and administrative activities in direct support of the Chief Deputy County Administrator or Deputy County Administrator. It is distinguished from Executive Assistant and Executive Secretary classifications by its specific support to designated County officials.

**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 the Chief Deputy County Administrator or Deputy County Administrator in organizing, prioritizing, and scheduling administrative activities;

Maintains confidentiality of conversations, files, documents and other information encountered;

Greets visitors and maintains executive office protocol;

Schedules and coordinates executive meetings, conferences, interviews, and/or 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 signature by executives and publication and/or distribution;

Researches and compiles information for preparation of routine, periodic, and special reports;

Records and transcribes meeting minutes;

Processes payroll and associated personnel actions for assigned office;

Coordinates travel arrangements for executives and prepares travel documentation;

Establishes and maintains general and specialized files;

Records and monitors miscellaneous expenditures (e.g., petty cash, supply requisitions, etc.);

May supervise the clerical activities of support staff.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- standard office practices, procedures, and equipment;
- business English, spelling, grammar, punctuation, and arithmetic;
- applications of automated information systems;
- organization and functions of the County and its departments;
- departmental and County administrative, personnel and payroll policies and procedures;
- standard and automated filing practices and procedures.

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 confidentiality of information encountered in performance of duties;
- maintaining filing systems;
- coordinating the activities of support staff.

MINIMUM QUALIFICATIONS:                      EITHER:

(1) Four years of experience performing secretarial and administrative duties in direct support of a director/managerial level position.

OR:

(2) Two years of experience with Pima County as an Executive Administrative Assistant, Executive Secretary to Board of Supervisors/County Administrator, Executive Secretary-Unclassified, Special Staff Assistant-Unclassified or Office Support Level IV.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Special Note: The ability to observe and maintain confidentiality of all information encountered is required for 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.