



LEARNING WITHOUT LIMITS!

Jurupa Unified School District

EXECUTIVE ASSISTANT

DEFINITION

Under general direction to perform administrative support tasks by organizing office activities, coordinating communications, and performing responsible and complex secretarial duties; performing assigned technical tasks, and preparing conference minutes and Board items. Positions in this class serve as executive assistant to the Assistant Superintendent and are distinguished by their responsibilities for organizing, supervising, and maintaining office operations in which final decisions are made on the application of law and policy involving functions of the broadest district-wide impact. These positions therefore assume a high level of responsibility by acquiring a command of office goals, priorities, schedules, and technical procedures permitting the handling of routine operations independently and preparing information to assist administrative decisions.

ESSENTIAL JOB FUNCTIONS

- Organizes the flow of communications, work and activity through the Assistant Superintendent's Office in an efficient manner.
- Assembles data and assists in compiling such important documents as the School District Budget, Profile and the October Report.
- Takes and transcribes accurate notes and prepares correspondence, including material of a confidential nature, consisting of letters, memoranda, reports, bulletins.
- Takes minutes and prepares agendas of miscellaneous meetings.
- Maintains and coordinates the Assistant Superintendent's calendar of appointments and meetings.
- Gathers, types, and assembles confidential reports, letters, and memos related to collective bargaining.
- Develops and implements efficient filing systems.
- Initiates telephone and other public contacts, and acts as receptionist in receiving telephone calls and visitors.
- Supervises other personnel directly, coordinates the activities of other personnel indirectly, and communicates information, instructions, and advice as an agent of the Assistant Superintendent.
- Operates standard office machines, including computers and other electronic devices.
- Carries out written and oral directions.

OTHER JOB FUNCTIONS

Performs other executive assistance duties as may be assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- The functions, organization, and basic clerical operation of an administrative office, and the scheduling, layout, and supervision of related activities.

EXECUTIVE ASSISTANT

Knowledge of (continued)

- Modern office methods and practices, filing systems, receptionist and telephone techniques, business forms, letter and report writing, proofreading, and office equipment.
- Correct English usage and vocabulary at a highly skilled level.
- Principles of general public relations.

Ability to:

- Perform administrative assistance and clerical work involving independent judgment and requiring accuracy and speed.
- Devise or adapt office procedures to changing organization needs.
- Make clear and comprehensive reports and maintain difficult records.
- Effectively meet administrative and professional personnel and the public in situations requiring tact and poise.
- Compose correspondence without immediate direction.
- Acquire technical information, terminology, and procedures quickly.
- Understand, interpret, and apply rules and written directions to specific situations.
- Read and comprehend handwritten or typed documents, and the display screen of office machines.
- Communicate effectively.
- Deal effectively with multiple and concurrent job demands.
- Efficiently and effectively operate standard office machines, including computers and other devices.
- Maintain regular, steady attendance.

Skills:

Typing: 65 words per minute

Experience:

Four years of varied, progressively responsible, and successful office experience; public school district experience preferred.

Education:

Graduation from high school, supplemented by additional training and/or business and secretarial coursework. Note: This type of experience and training background is indicative of the kind and level most likely to be successful and is not meant to be interpreted in an overly literal or restrictive manner in regard to alternative, equivalent backgrounds.

Personal Qualities:

Good work habits, sound judgment, pleasant and friendly demeanor and willingness and ability to work under pressure and deadlines.

Human Resources

Revised and Title Change May 2022

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