**Classification Title**: Executive Office Assistant  
**Code**: 172200  
**Department**: Executive  
**FLSA**: Non-Exempt  
**Pay Range**: General 11  
**Represented**: No

**GENERAL SUMMARY**

The Executive Office Assistant provides a broad range of administrative support for the Executive Office. An employee in this classification is responsible for performing specialized administrative or program support functions requiring extensive knowledge of County and departmental policies and procedures.

This position is appointed by and serves at the pleasure of the Executive. Council confirmation is not required.

**SERIES CONCEPT**

None

**ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES**

*Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.*

- Provide administrative support to Executive Office staff.
- Perform receptionist and general office duties, respond to routine inquiries by phone, email and in person.
- Prepare a variety of routine material and correspondence from written material and recording; proofread and ensure correct grammar, spelling, punctuation and capitalization on department correspondence.
- Operate standard office equipment and software.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Keep the Executive Administrative Services Manager apprised of, and appropriately involved in, significant actions undertaken on behalf of the Executive Office.

**Other Job Functions**

- Perform other job functions as assigned.

Date Created:  
Date Last Revised: May 2020, July 2022
MINIMUM QUALIFICATIONS

Education and Experience
One year of general clerical work experience. Additional education or experience which clearly indicates the ability to perform the essential functions of the position may substitute equally on a year of year basis for the recruiting requirements.

Licenses or Certifications

OTHER JOB REQUIREMENTS
Must meet travel requirements and authorize and complete a background check prior to employment.

PREFERRED QUALIFICATIONS
Bachelor’s degree or advance degree preferred.

SUPERVISION
Works under the general direction of and is responsible to the Executive Administrative Services Manager.

COMPETENCIES

Knowledge of:
• General office procedures and practices.
• Spelling, punctuation and rules of grammar.
• Basic bookkeeping and/or cashiering methods and practices as required by the position.

Skill in:
• Utilizing a personal computer at an acceptable level of proficiency as required of the position, and operating standard office equipment and software.

Ability to:
• Working with a variety of individuals from diverse backgrounds.
• Apply sound judgment in making decisions independently in accordance with established policies, procedures, and regulations.
• Maintain a courteous attitude toward the public and fellow employees, even in stressful and unpleasant situations.
• Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
• Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment and at various field offices. May be required to work at a desk or other workstation for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands include the ability to alternate between sitting and standing for extended periods of time (up to 8 hours); see, listen, and speak for extended periods of time; and frequent walking. Other physical and mental demands include occasional balancing, stooping, kneeling, crawling, climbing stairs, pushing, pulling, and lifting. Incumbents in this position must be able to reason, analyze and communicate effectively, both verbally and in writing.