

**CLASS TITLE: EXECUTIVE ASSISTANT (MHRH)**

**Class Code: 02442300**  
**Pay Grade: 18A**  
**EO: F**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To serve as a confidential assistant to the director, an executive director, associate director, assistant director or agency administrator within the Department of MHRH; to relieve such official of important administrative details; to manage correspondence, communication and other routine matters; to maintain records and data and generate reports; must maintain confidentiality and exercise discretion regarding work related issues and activities; to do related work as required.

**SUPERVISION RECEIVED:** Receives general supervision from a superior with considerable latitude for the exercise of initiative and independent judgment; work is subject to review for conformity to policies, rules, practices and instructions.

**SUPERVISION EXERCISED:** Plays a lead role in providing executive-level clerical support; may supervise and review the work of subordinate clerical staff, or serve in an advisory or consulting role, as assigned.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To serve as a confidential assistant to an executive or agency administrator within the Department of MHRH; to exercise initiative and sound judgment in generating correspondence, maintaining records, producing reports, conducting communications and relieving the executive of important administrative details. Must maintain confidentiality and exercise discretion regarding work related issues and activities.

To produce finished correspondence from written drafts, verbal instruction or taped dictation; to keep, prepare and publish notes or minutes of meetings and conferences.

To conduct and keep records of important telephonic, FAX and automated communication.

To arrange conferences and meetings with public officials and with representatives of the public, consumers, providers, professionals and related organizations.

To respond to a wide range of verbal and written inquiries of an administrative nature which do not require interpretations of policies and procedures.

To review correspondence, memoranda, statements, forms and records for content and compliance with administrative policies and procedures and to sign all such documents on behalf of the executive or administrator, as authorized.

To independently compose a wide range of routine and unique correspondence.

To obtain a wide range of data and information as needed, to maintain automated and paper data and filing systems, and to produce a variety of routine and special reports as required.

To make appointments, maintain calendars, make referrals, confer with other staff members to prevent or resolve operating problems related to the coordination of administrative support work and, as required, to lead or supervise the work of subordinate staff.

To represent the executive or administrative superior, as assigned.

To perform a variety of routine office functions and routine clerical tasks incidental to the work of the office.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPABILITIES:** A thorough knowledge of office methods, practices, procedures and terms; a thorough knowledge of Business English; a familiarity with the principles and practices of public administration; a high degree of skill in composing and transcribing correspondence, minutes and reports; a working knowledge of a variety of automated office equipment and the ability to use that equipment to communicate effectively and professionally, to gather information, maintain records and produce reports; the ability to independently manage a wide range of administrative details; the ability to exercise a high degree of initiative and good judgment; the ability to understand, follow and communicate complex written and verbal instructions; the ability to establish and maintain effective working relationships with other state departments or agencies, public and private organizations, departmental personnel and the public at large; the ability to recognize and respond to organizational issues and priority setting situations; the ability to lead and supervise subordinates; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through graduation from a senior high school, including or supplemented by courses in typing and business practices; and

Experience: Such as may have been gained through employment in a responsible secretarial position including difficult and complex clerical duties and the independent handling of important administrative details.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 7, 1998

Editorial Review: 3/15/2003