



JOB DESCRIPTION DU PAGE COUNTY ELECTION COMMISSION

CLASS TITLE: Executive Assistant
JOB NUMBER: 8057
FLSA STATUS: Non-Exempt
GRADE: 311

POSITION SUMMARY

Under general supervision; performs work of considerable difficulty in managing community, media, and governmental relations for Executive Staff, including creating and posting official documents for the Election Board; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs diversified and confidential administrative duties requiring knowledge of Election Commission policies and practices. Work involves a high level of finesse and diplomacy due to the frequency of senior level internal and external contacts. This position is distinguished from other administrative positions by the ability to alleviate Executive Staff of administrative tasks and the ability to independently research, collect and analyze data. Work is performed under the direction of Executive Staff and the Administrative Division Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

- Screens and/or answers questions for Executive Staff or routes to the appropriate staff member; may prepare a daily appointment schedule or keep a calendar for Executive Staff.
- Receives visitors, schedules appointments and arranges meetings.
- Works with administrators and managers to keep them informed of department issues.
- Follows through on information requests, projects and pending matters with limited direction.
- Freedom of Information Act (FOIA) officer
- Participates in management planning meetings and related activities.
- Organizes and maintains files for the Division Head or Executive Staff.
- Organizes and maintains files for the Election and Electoral Board.
- May provide secretarial support to the Election and Electoral Board.
- Prepares letters and memoranda for signature.
- Prepares Press Releases and Notices for publication.
- Organizes and prepares documents requiring the integration of multiple department technology and software applications.
- Receives fees collected
- Assists in Election production
- Maintains regular attendance and punctuality

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adjusts work assignments and schedules based on election cycle to participate in election preparation.
- Adjusts work assignments and schedules in the event of an emergency to participate in emergency preparedness, response, and recovery activities as assigned.
- Depending on assignment may maintain required emergency management training, licensure and/or certifications.
- Performs related duties as required or assigned within job classification.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Department operations, policies and procedures
- Forms and procedures used throughout the County for personnel, purchasing, accounting and budgetary purposes
- Business English, spelling, grammar and punctuation
- Administrative research methodologies and techniques

Skill in:

- Various office equipment copier, facsimile, and scanning devices
- Microsoft Office software Outlook, Word, and Excel

Ability to:

- Prioritize and assign work
- Resolve conflict
- Work effectively under stress
- Compile and analyze data and information
- Prepare complex reports
- Maintain filing systems
- Recognize problems, identify alternative solutions, and make appropriate recommendations
- Interpret and apply policies, procedures, and guidelines
- Write and edit documents
- Maintain confidentiality
- Manage calendars
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction

SUPERVISORY RESPONSIBILITIES

None

EDUCATION and/or EXPERIENCE

Six years of progressively responsible experience performing a variety of administrative responsibilities including, public relations, personnel or office management including two years of supervisory responsibility; or, an equivalent combination of training and experience.

PHYSICAL REQUIREMENTS

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

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORK ENVIRONMENT

The work environment characteristics 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.

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

Freedom of Information Act (FOIA) officer and Open Meetings Act training is required within 90 days of employment.

ACKNOWLEDGMENT*

I acknowledge that I have read the job description and requirements for the Executive Assistant position and I certify that I can perform these functions.

Employee Signature

Witness

Employee Name (Printed)

Date

*Management has the right to add or change these duties of the position at any time.