

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Executive Office Assistant	Job Code: 1017
Date: January 14, 1997	EEOC Code: OC
FLSA Designation: Non-exempt	Civil Service Status: Covered

DEFINITION: This is secretarial work as a department director's secretary, requiring application of extensive knowledge of complex department functions in support of the duties and responsibilities of the supervising administrator.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a Department Director and perform assigned tasks under his/her very general supervision. Usually works in direct support of a program or service; or significant portions of more than one program or service. Work is distinguished from lower secretarial levels by the direct support to a Department Director and its greater scope of duties and responsibilities.

ESSENTIAL DUTIES:

Performs secretarial, clerical and related incidental and specialized duties; compiles information and figures for special reports, edits and submits for review; may act as intermediary between the department Director and the public or other clients. Receives work from various sources and reviews or processes it for administrative use.

Organizes, prioritizes and coordinates office production into a usable form for management's analysis, review or release.

Assists in overseeing office work flow by scheduling work; assists in maintaining department policy and procedure on an inter- and intra-departmental level; interprets and enforces policy established by the Administrator.

Designs, implements, and monitors record keeping and reporting systems; monitors personnel and payroll records.

Trains and evaluates new secretarial/clerical staff as necessary.

Assists in formulating, preparing and monitoring department or special budgets; performs bookkeeping and general departmental accounting work.

Assists other staff members as needed, and performs other related duties as required.

MINIMUM REQUIREMENTS: High school diploma or G.E.D. and four (4) years of secretarial experience; or an equivalent combination of job-related education and experience [substituting each one year of post-secondary education/training for six months of experience].

Experience in the use of word processors and other automated office production equipment, computer terminal data entry and retrieval, spread sheets, and 10-key calculators may be required.

License(s). A valid, current driver's license.

SELECTION FACTORS:

Knowledge of:

- administrative and clerical support functions including the operation of standard office machines and equipment.
- the operations performed and purposes served by the department or division wherein the position lies.
- the budgetary and accounting process of the department.
- basic English composition, spelling, and grammar.

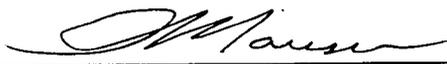
Ability to:

- understand and follow oral and written instructions.
- handle routine mathematical calculations quickly and accurately.
- type accurately and/or take and transcribe shorthand notes.
- deal with the public with speed and accuracy and in a pleasant, courteous, and calm manner
- communicate effectively both orally and in writing.
- develop and maintain effective working relationships with supervisors, other departments, co-workers and the public.

TOOLS AND EQUIPMENT USED: Radio, computer terminals, typewriter, 10-key calculator, copy machine, telephone, and other office equipment as necessary.

PHYSICAL DEMANDS: Must assume seated position at work station or desk for extended periods of time.

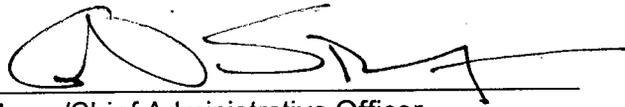
ENVIRONMENTAL FACTORS: Work location is inside with little or no occupational hazards present. May, however, include exposure to high-stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances.



 Department Director

1/21/97

 Date



 Mayor/Chief Administrative Officer

3-12-97

 Date

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. This class specification supersedes earlier versions. Management reserves the right to add or change duties at any time as needed without notice.