

EXECUTIVE ASSISTANT I**NATURE OF WORK**

This is responsible secretarial and clerical work providing support to an Assistant County Administrator.

An employee in a position allocated to this class is assigned to an Assistant County Administrator responsible for liaison functions with several County Departments. The employee must exercise considerable judgment. Work is performed with independence and is reviewed through observation.

EXAMPLES OF WORK

Tracks and refers action center requests for several County departments. Ensures that board items from respective departments have proper back-up documentation.

Follows up with departments regarding status of board directories and special projects.

Composes and prepares replies to correspondence without direction.

Provides information to the Board of County Commissioners, County Departments/Divisions, other governmental agencies and the general public.

Attends Agenda Review and Commission meetings and various functions in absence of the Assistant County Administrator; monitors meetings of other agencies.

Schedules appointments, routes mail, types correspondence and performs other secretarial functions.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of Business English, spelling, punctuation and arithmetic.

Thorough knowledge of file systems, office procedures and equipment.

Considerable knowledge of the operation of Palm Beach County Government.

Ability to express ideas, orally and in writing.

Ability to deal with the public in an effective and courteous manner.

Ability to establish and maintain effective working relationships with superiors, co-workers, departmental staff and the public.

MINIMUM REQUIREMENTS

Graduation from high school or an equivalent recognized certification; including or supplemented by related college level course work; five (5) years of experience in secretarial work; or any equivalent combination of related training and experience.