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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : EXECUTIVE ASSISTANT
Code: 080108 FPI
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Competitive

GENERAL STATEMENT OF DUTIES

Under administrative direction, performs top-level administrative functions for the Superintendent of a large school district; performs related duties as required.

COMPLEXITY OF DUTIES

A position in this class involves carrying out administrative details for a school superintendent in all phases of school district administration. The duties involve considerable leeway for independent judgment and independent action on matters within the responsibility of the Superintendent. Usually acts for and in place of the Superintendent on matters delegated. May supervise subordinate personnel. Differs from Administrative Assistant in that responsibilities are more in relieving Superintendent of details than in general office management.

TYPICAL DUTIES

1. Acts as Administrative Secretary to Superintendent.
2. Collects and prepares various statistical information for reports and budgets.
3. Composes correspondence within scope of delegated responsibility.
4. Usually also holds position of District Clerk.
5. Makes confidential inquiries, surveys and studies as directed.
6. Prepares and/or analyzes proposals for changes in policy or procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Extensive knowledge of the theories, principles and practices of office administration.
2. Working knowledge of fundamentals of statistics, budgets and accounting.
3. Ability to plan and direct the work of others.
4. Good knowledge of financial account keeping practices and procedures.
5. Ability to work independently within the scope of general instructions.
6. Ability to present data and reports clearly and concisely in either oral or written form.
7. Ingenuity and resourcefulness in solving administrative problems.
8. Tact, courtesy, good judgment, thoroughness and dependability.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's Degree from a recognized college or university and three years of responsible administrative experience including varied and important duties in such capacities as accounting, office management, personnel, methods and procedures

or

Seven years of progressively responsible administration experience as outlined above

or

Satisfactory equivalent combination of the foregoing training and experience.
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