



<b>Date:</b>	<i>Updated April 2018</i>
<b>Job Title:</b>	Executive Assistant
<b>Reports To:</b>	Executive Director or Designee

**Nature of Work**

Under general direction from the Executive Director, the Administrative Assistant will be responsible for providing a wide range of advanced administrative and clerical support. Serving as a liaison between department heads, local officials, outside agencies, stakeholders, and the public. This position affects the operation of the office and requires the timely provision of services to others. Responsibilities include, but are not limited to: maintaining official calendar for the Executive Director; scheduling and coordinating appointments, meetings, presentations, local events, continuing education courses, and all other events for the Executive Director and staff; making travel arrangements; preparing materials for meetings and presentations; attending committee meetings and functions with and on behalf of the Executive Director; preparing documents including letters, memoranda, reports, resolutions; and research information needed for various projects; composing, typing, editing, and preparing various final correspondence; establishing and maintaining various computerized and paper files; responding to requests and inquiries; answering, screening, and directing telephone calls; project coordination; and acting as designated proxy for the Executive Director.

This position requires the ability to work independently, exercising judgment, accuracy, and initiative. Knowledge of office practices and procedures and skill in using common office computer applications. Ability to apply principles to solve practical everyday problems; deal with a variety of variables; define problems, collect data, establish facts and draw valid conclusions; work as a part of a group and cooperate with co-workers on group projects; handle sensitive inquiries from and contact with officials and general public; maintain a strict level of confidentiality.

**Specific Position Requirements**

Associates degree from an accredited educational institution in a related field and two year experience in administrative/clerical support, word/data processing or information management OR high school graduate or equivalent and five years' experience in administrative/clerical support, word/data processing or information management. Applicants must be detail oriented; possess effective oral and written communication skills; and be proficient in word processing and spreadsheet software. This is a part-time position requiring 24 hours per week. Must possess and maintain a valid driver's license or state identification. The ability to obtain and maintain LEADS certification.

**Duties, Key Responsibilities and Accountabilities as may be assigned**

- Assist Executive Director with special projects; as directed, conducts research on matters related to the CJCC.
- Plans and coordinates, or assists in planning and coordinating official media/special public events.
- Ensures distribution of office communications as directed, to internal staff members, external entities, and the news media.
- Prepares drafts of correspondence, reports, and other routine and non-routine documents for review.
- Produce letters, memorandums, minutes, mailing lists, etc. as required. All documents shall be saved in the appropriate directories.
- Date stamp, file copies of correspondence, and distribute incoming mail.
- Process outgoing mail.
- Maintain notebooks for all established Boards and Committees of the CJCC.
- Ensure the office has necessary supplies, including, copier supplies, and letterhead and general office supplies.
- Assist staff with mailings, notebooks, and any type of bulk assembly of information.
- Coordinate meeting schedules, confirmations, and agenda packets. Maintain mailing lists for individuals and various committees. Makes all travel arrangements, including reservations, preparing itineraries, preparing related reimbursements.
- Responsible for central filing and copying/scanning of records/documents for the Executive Director.
- Obtain and maintain LEADS certification.
- Perform other duties as assigned.