

CONFIDENTIAL ASSISTANT TO THE COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work involving responsibility for providing confidential support to the County Executive in overseeing the day-to-day operations of the County Executive's Office, and for coordinating and monitoring special projects in accordance with specific policies and objectives. The work is performed under the direction of the County Executive. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the County Executive in overseeing the day-to-day operations of the office;
Coordinates assignments, work flow, priorities, etc. for all clerical work in the office of the County Executive;
Maintains the County Executive's confidential files;
Reviews mail coming in to the County Executive's office;
Answers general and confidential correspondence independently, and composes letters for official signature;
Organizes and distributes mail and correspondence to appropriate personnel, indicating priorities and adding supporting data, as necessary;
Reviews email coming in to the County Executive's office (approximately 60 per day), screens and responds as appropriate;
Uses computer software to prepare reports and/or spreadsheets;
Acts as liaison with County employees, department-heads, officials, community and civic groups and organizations for the exchange of information, the coordination of projects and the resolution of problems;
Assists with the completion of the departmental budget by gathering and analyzing pertinent data;
Compiles and evaluates information and makes recommendations;
Oversees and participates in the receipt of legal or court-related documents (e.g. disciplinary actions, grievances, contracts);
Participates in weekly staff meetings with County Executive professional staff, and may conduct informational meetings with the County Executive staff;
Maintains daily contact with the County Executive, advising him of department activities, government issues, problems, etc.;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of business and administrative principles and practices; good knowledge of office terminology, procedures and equipment; good knowledge of office management; ability to communicate effectively, both orally and in writing; ability to exercise independent judgment; ability to establish and maintain effective working relationships with others; ability to prepare reports and other materials from general instructions.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.

R.C.D.P. (01.09.2008) 07.13.2015
Exempt