**Class Summary**

*The Executive Secretary/Assistant series replaces the Confidential Secretary series as referenced in the King County Charter.*

The responsibilities of this classification are to provide administrative support to the division director or deputy division director. Incumbents will manage confidential matters and work directly with the division director or deputy director to maintain knowledge of division projects and keep the director apprised of current and potential issues and problems. These positions are appointed and exempt from Career Service.

**Distinguishing Characteristics**

This is the first level in a three-level classification series. This classification is distinguished from the Executive Secretary/Assistant II classification in that incumbents within the Executive Secretary/Assistant II are responsible for performing administrative duties at the department level in support of the department director or deputy department director.

**Examples of Duties**

1. Provide a wide range of administrative duties in support of the division director or deputy division director; participate in various personnel activities for the division.
2. Manage division leadership calendars and arrange meetings, appointments, and travel arrangements.
3. Serve as liaison with other divisions, departments, and external agencies; answer telephone calls, respond to questions, take messages, and route requests appropriately.
4. Prepare, edit, and proofread correspondence drafted by the division director or designee.
5. Ensure division-wide compliance with policies and procedures governing written material, correspondence development, and structuring. Review all outgoing correspondence prepared for the director’s signature.
6. Perform special projects as requested. Gather, organize, and prepare data for inclusion in reports.
7. Assist in the division’s budget preparation by gathering, organizing, and capturing information; complete financial purchases for the director's office; process expense reports in compliance with County policies.
8. Maintain documents with appropriate file retention levels, either paper or electronically.
9. Supervise or lead other administrative staff in the director’s office.
10. Perform other duties as assigned.

**Knowledge/Skills**

Working knowledge of office management theory and practices

Knowledge of proper English usage, punctuation, grammar, and sentence structure

Knowledge of County and departmental correspondence standards

Knowledge of the County’s budget format, preparation processes, and time frames

Skill in the understanding and execution of complex oral and written instructions

Ability to maintain the confidentiality of all sensitive communications

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

|  |  |
| --- | --- |
| **FLSA Designation** | Non-Exempt  |
| **Service Status** | Appointed  |
| **EEO Code** | 6 |
| **Levels within same series** | Executive Secretary/Assistant I, Executive Secretary/Assistant II, Executive Secretary/Assistant III |
| **Class History** | 04/2024 - Created |