**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 executive-level administration to the County Executive in the King County Executive Office or a large department with distinct and intricate services. These positions are appointed and exempt from Career Service.

Note: The Department of Human Resources Director or designee must review and approve the use of this classification at the department level.

**Distinguishing Characteristics**

This is the third level in a three-level classification series. This classification is distinguished from the Executive Secretary/Assistant II classification in that incumbents in the Executive Secretary/Assistant II perform administrative duties supporting the department director or deputy department director.

**Examples of Duties**

1. Manage the day-to-day administrative affairs for the Executive’s Office; develop options or solutions and make recommendations on various administrative and organizational problems and concerns.
2. Develop and maintain office procedures; ensure compliance with Executive’s Office or departmental correspondence.
3. Coordinate travel arrangements and activities; set schedule priorities and resolve appointment conflicts.
4. Perform research and analysis, preparing reports, presentations, and correspondence.
5. Answer telephone calls, respond to questions, and route and screen messages as appropriate.
6. Manage financial processes and operations, which include invoicing, payroll, and budgeting.
7. Compile, proofread, and revise drafts of documents and reports; perform special projects as requested.
8. Supervise or lead other administrative staff assigned to the Executive’s Office.
9. Maintain documents with appropriate file retention levels, either paper or electronically.
10. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of the County’s 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 communication

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

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| **FLSA Designation** | Exempt (Administrative) |
| **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 |