

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EXECUTIVE ASSISTANT

BASIC FUNCTION:

Under the direction of the Director III - Human Resources or the Director III - Classified Personnel Services, performs varied, responsible and confidential administrative assistant duties to relieve the Director of administrative and clerical details; plans, coordinates and organizes office activities and coordinates flow of communications for the Director; serves as liaison between the Director and other County Office departments/staff, district, union members and outside agencies; serves as recording secretary to the Personnel Commission.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties.

to the assigned Director; performs public relations and communications services for

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Composes, independently or from oral instructions, note or rough draft, a variety of materials including inter office communications, e-mails, forms, contracts, letters, memoranda, bulletins, flyers, brochures, agenda items and other materials; reviews and proofreads a variety of documents.

Prepares and maintains a variety of data, records and reports related to

