

# Leon County Public Schools Classification Specification

Salary Grade 27

## Summary Information:

**Classification Title:** Executive Assistant

**Date Prepared:** 04/2003

**FLSA Status:** Exempt

## Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

## Activity Identification

### Activity Name

029	Correspondence	Prepare correspondence. Check for grammar and punctuation. May include translations.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
024	Mail	Receive, stamp in, and/or distribute incoming correspondence and deliveries, handle outgoing mail, distribute in-house memos and supplies. Maintain mail boxes.
028	Scheduling/Appointments	Schedule appointments and meetings for students and staff. Initiate school/calendar dates.
316	Public Relations	Address questions, concerns and requests from members of the public.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
010	Parent Liaison	Handle requests from parents regarding transfers, complaints, and discipline.
045	Report Preparation (Non-Board)	Prepare required reports. This does <u>not</u> include analysis and reports covered under other activities, and does <u>not</u> include reports for the Board.
043	Complaint Investigation	Acknowledge, research, and respond to complaints received regarding district activities, programs, staff, etc. May include liaison and mediation activities among complainant, the district, and agencies. Does <u>not</u> include employee grievances.
039	Cross Functional Collaboration	Plan and implement the actions/activities of the district/area/school staff from different offices/departments working in a collaborative fashion, drawing on diverse skills and strategies.

## Leon County Public Schools Classification Specification

### Activity Name (cont.)

046	Document Review	Review and/or revise reports and documents for accuracy and completeness. This does <u>not</u> include the review of reports and documents covered under subsequent activities.
478	Requisitions	Prepare requisitions and submit to purchasing for processing.
325	Budget Document Review	Verify coding information on budget submission documents. Check for accuracy.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
999	Assigned Duties	Perform other duties as assigned.

### General Classification Specification Factors:

**Education/Experience:** B.A. Degree or B.S. Degree with three years related experience; or  
A.A. Degree with five years related experience; or  
Vocational training (720 hours) with six years related experience; or  
High School diploma or equivalent with seven years related experience

**Supervisory Responsibility:** Yes

**Type of Supervision:** Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003