**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 department director or deputy department director. Incumbents are delegated authority to independently handle daily administrative duties for a department director or deputy department director, relay the director's instructions, and maintain the confidentiality of sensitive and controversial communications. These positions are appointed and exempt from Career Service.

**Distinguishing Characteristics**

This is the second level in a three-level classification series. This classification is distinguished from the Executive Secretary/Assistant III in that incumbents within the Executive Secretary/Assistant III are responsible for performing administrative duties supporting the County Executive in the King County Executive’s Office or a large department with distinct and intricate services. Note: The Department of Human Resources Director or designee must review and approve using the Executive Secretary/Assistant III classification at the department level.

**Examples of Duties**

1. Provide a wide range of office administration supporting the department director or deputy department director; conduct research, develop options or solutions, and make recommendations on various management and administrative problems and concerns.
2. Maintain the director’s schedule. Coordinate travel arrangements and activities; set schedule priorities and resolve appointment conflicts.
3. Monitor assignments given to division directors; answer telephone calls, respond to questions, take messages, and route requests appropriately; and track and follow up on correspondence assignments.
4. Develop and maintain office procedures, ensure department-wide compliance with written material, and develop and structure correspondence. Review all outgoing correspondence prepared for the director’s signature.
5. Prepare, edit, and proofread correspondence drafted by the division director or designee.
6. Participate in departmental budget preparation by gathering, organizing, and capturing information.
7. Perform special projects as requested. Gather, organize, and prepare data for inclusion in reports.
8. Provide ongoing consultation and training to division-level executive assistants in the County.
9. Maintain documents with appropriate file retention levels, either paper or electronically.
10. Supervise or lead other administrative staff assigned to the director's office.
11. Perform other duties as assigned.

**Knowledge/Skills**

Working knowledge of office management theory and practices

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

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| **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 |