

## POSITION DESCRIPTION

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**TITLE:** EXECUTIVE SECRETARY  
**REPORTS TO:** General Manager  
**GRADE:** 6  
**FLSA:** Non-Exempt  
**CONFIDENTIAL:** Yes

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**SUPERVISORY RESPONSIBILITIES**  
**DIRECT:** None  
**INDIRECT:** None

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### MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

**EDUCATION:** Associate's degree preferred with six years of progressive responsibility and experience; or equivalent combination of education and experience. Valid California driver's license and proof of insurability are required.

**EXPERIENCE:** Minimum of six years experience performing a variety of administrative support functions, including transcription and dictation of correspondence. Experience in journalism and preparation of press releases; proven ability to organize and manage competing priorities. Experience in supporting a Board of Directors including the preparation of Board packages, meeting agendas, and minutes; comprehensive ability to effectively utilize a personal computer, peripherals, and related word processing, spreadsheet and database management programs. Excellent verbal and written communications skills; ability to constructively deal with conflict and afford effective resolutions.

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### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor to receive direction and review results; District management to provide a variety of administrative support functions; Board of Directors to provide a variety of administrative support functions and assist with travel arrangements; District employees to coordinate agendas and facilitate proper operation of the General Manager's office; all other District personnel as required.

**EXTERNAL:** Interaction with consultants, customers, vendors, government agencies and officials to schedule meetings, coordinate events and assist with problem resolution.

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### PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; Excellent ability to communicate both verbally and in writing; ability to effectively operate and utilize a personal computer and peripherals; able to tolerate periods of continuous sitting; may, on an infrequent basis, assist with lifting up to 50 pounds.

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# Practice Test For Executive Secretary Job

**Minjie Lin**



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**Resources in Education** ,1994      *Awards ... Third Division, National Railroad Adjustment Board* United States. National Railroad Adjustment Board,      Fair Employment Practice Cases ,1988 Opinions of Federal and State courts and administrative agencies under Federal and State laws and orders relating to employment discrimination      **Power House** ,1925      Standards Yearbook ,1932      **The California Regulatory Law Reporter** ,1988      **International Directory of Building Research Information and Development Organizations** Studies and Documentation, International Council for Building Research,2006-01-16 Every entry follows a standard pattern after the address and telephone number of the institution there is a brief description of its history and financial support followed by the names of the senior staff total number of staff the institution s structure and services its main research programmes and a list of its publications For this new edition a subject index has been added allowing the reader to identify centres of research activity on individual construction topics throughout the world The world wide investment in construction industry research is enormous This unique directory is a guidebook to that investment which will enable its readers to isolate sources of advice on practical problems information on national standards and requirements and potential research collaborators      **The Journal of the Indiana State Medical Association** ,1924 Includes the association s membership roster and its complete program and annual reports      **Concrete** Harvey Whipple,1927      *Concrete* ,1927      **The Monthly Supplement** ,1940      **Rock Products** ,1906      California. Court of Appeal (2nd Appellate District). Records and Briefs California (State).,

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