

## Job Description

**Job Title:** Executive Secretary to the Chief of Staff

**Supervisor:** Chief of Staff

**Job Classification:** Non-Exempt

**Pay Grade:** 27

**Contract Length:** 245 Days

### Job Summary

Position is responsible for providing administrative and secretarial support to the Chief of Staff.

### Essential Duties

1. Performs a variety of administrative and/or secretarial support activities for supervisor and assigned staff such as composing replies to correspondence on own initiative, responding to inquiries from a variety of sources, summarizing reports and information to facilitate review by superior and investigating, evaluating and resolving problems within scope of position.
2. Prepares or directs preparation of minutes, notices, manuals, agendas and correspondence with all supporting documentation, requiring application of a specialized knowledge of the assigned function.
3. Researches, summarizes and analyzes information; and compiles data to prepare special and recurring reports containing specialized or sensitive information following general direction of supervisor or assigned staff; selects relevant information from a variety of sources.
4. Maintains and tracks budgets for department; monitors expenditures and performs simple analysis on accounts; prepares both special and recurring reports for supervisor or assigned staff.
5. Serves as liaison to employees, customers, outside agencies and the public concerning departmental information or complaints.
6. Opens and reviews all incoming mail; answers inquiries and composes correspondence on own initiative on general matters in accordance with established guidelines and forwards other items to supervisor or appropriate staff.
7. Screens phone calls and visitors, directing to appropriate staff or department when necessary; provides information requiring comprehensive knowledge and may interpret department work procedure and operations.
8. Plans and arranges conferences or meetings under general instructions from supervisor or assigned staff; communicates arrangements to appropriate individuals.
9. Prepares correspondence, reports or other documents from rough draft, notes, or tapes; corrects grammar, spelling and punctuation errors; edits wording without changing intended message.
10. Maintains calendar(s) for assigned staff, regularly prioritizing and arranging meetings, conferences and appointments; arranges necessary travel reservations and itineraries; anticipates and prepares background materials needed.
11. Performs other such duties as may be required.
12. Models non-discriminatory practices in activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of high school and preferably business school training or completion of two years of college, or any equivalent combination of experience and training. Must possess knowledge of executive level support service management and be able to work under minimal supervision. Must have ability to exercise professional decorum. Must possess excellent typing and strong editing skills, including punctuation, grammar, and spelling. Must possess excellent organizational skills and the ability to handle details accurately. Ability to work effectively and

maintain composure under pressure of short deadlines. Ability to complete routine memos and letters from general instructions. Proficient in filing and documentation management, electronic and paper-based. Ability to take accurate detailed notes while in meetings and transcribe to electronic formats. Proficient keyboarding and computer skills with Internet browsers, Microsoft Word, Excel, Access, and Power Point programs. Must possess the ability to establish and maintain effective working relationships.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. While performing the duties of this job, the employee is occasionally required to attend both regular and unscheduled meetings and events, some of which take place outside of regular working hours.

**Supervision Exercised:** None

**Supervision Received:** Chief of Staff

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Secretary to the Chief of Staff will be required to follow any other instructions and to perform any other related duties as assigned by the Chief of Staff or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 10/2021 CR