ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION

POSITION TITLE: EXECUTIVE SECRETARY I

POSITION LOCATION: Agency Administration, Tucson

POSITION REPORTS TO: Superintendent

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS:
High School diploma or equivalent; minimum 5 years of increasingly responsible secretarial experience; superior skills in typing; considerable computer knowledge and experience in word processing, spreadsheets, and database management; considerable office management skills required.

PREFERRED QUALIFICATIONS:
Secretarial training and/or coursework; Conversational Sign Language.

MAJOR DUTIES AND RESPONSIBILITIES:
Manages the secretarial and administrative support requirements of a highly responsible and complex nature, requiring a high degree of discretion, confidentiality, time management, and organization, for the Office of the Superintendent and Board of Directors. Relieves the Executive Staff Assistant and Superintendent of routine procedures and processes. Applies the knowledge of agency organization, policies, and law to work assignments. Communicates agency policy and decisions internally as directed. Performs extensive coordination work between administrators and their secretaries, diverse programmatic areas within the agency, and with various external organizations. Processes and prioritizes incoming and outgoing correspondence and requests. Makes arrangements for meetings, appointments, conferences, and travel; prepares and processes the required travel paperwork. Keeps the Superintendent's calendar. Types a variety of correspondence, legal notices, reports, and other documents. Composes letters and memoranda with minimal direction. Collects, assembles, and summarizes data for reports and special projects. Maintains files and recordkeeping systems. In compliance with the Open Meeting Law, assists in the preparation, composition, distribution, and maintenance of Board meeting materials, Board meeting notices, Board meeting minutes, and official Board records. Completes special assignments and performs related administrative support duties as assigned by the Executive Staff Assistant, the Superintendent, and/or the Board of Directors.

KNOWLEDGE, SKILLS, AND ABILITIES:
Detailed knowledge of the immediate agency, its context within State Government; knowledge of the internal agency policies, procedures and practices; knowledge of appropriate data gathering and summarization methods and techniques; knowledge of a full range of complex secretarial functions, including prioritization, organization, records management, human relations, written and oral communication, office practices and procedures; knowledge of appropriate channels of communication; knowledge of appropriate safeguards for protecting frequent confidential data; knowledge of problem-solving techniques. Skill in anticipating the needs of an executive; skill in adjusting to the particular work type of the executive; skill in prioritizing business items for the executive's attention; skill in exercising tact and diplomacy sufficient to maintain good relations with high level internal/external contacts; skill in protecting the confidentiality of data on a frequent basis; skill in facilitating intra-agency, inter-agency, and agency-outside communication.

SPECIAL REQUIREMENTS/CONDITIONS:
Some travel may be required.

PAY PLAN: Classified/Contract	GRADE: 10	FLSA: Non-Exempt	DATE: Revised: 7/2006