

Missouri Department of Transportation

Code: R01026

Title: Executive Assistant

Exemption Status: Non-Exempt

Grade: 8

Job Description

Effective Date 01-01-2014

**Replaces
(Effective Date)** 05-01-2008

General Summary The executive assistant performs standard, advanced and confidential secretarial duties requiring broad experience, skill and knowledge of department policies and practices for a department executive. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** High School Diploma or GED/HiSET
Four years of progressively responsible experience in office assistant or secretarial positions.

**Supervisory
Responsibilities** Lead Worker Only

Location Central and District Offices - As assigned

**Special Working
Conditions/Job
Characteristics**

Examples of Work

- (1) Manages and maintains calendars, schedules meetings, and makes travel arrangements; gathers files or materials for meetings.
- (2) Answers incoming telephone calls and greets office visitors and determines whether they should be given access to specific individuals; evaluates requests and routes inquiries to the appropriate department personnel.
- (3) Types and formats complex forms, letters, reports, and other materials, usually requiring familiarity with specialized terminology, working from rough draft, dictation and/or dictating equipment; proofreads completed work to check for correct grammar, spelling, and to ensure proper formatting is used.
- (4) Reads and analyzes incoming memos, submissions, and reports in order to determine their significance and plan their distribution; prepares responses to correspondence containing routine inquiries.
- (5) Establishes and maintains paper and electronic filing systems for records, correspondence, and other material.
- (6) Attends meetings in order to record minutes; compiles, transcribes, and distributes minutes of meetings.
- (7) Coordinates activities, such as budget preparation, personnel records maintenance, benefits administration,

housekeeping and maintenance, and supply requisitions.

- (8) Opens, sorts, and distributes incoming correspondence, including faxes and email.
- (9) Conducts searches of paper and electronic files to find needed information; locates and attaches appropriate files to incoming correspondence requiring replies; researches documents and files as necessary.
- (10) Prepares agendas and makes arrangements for various meetings as necessary.
- (11) Prepares invoices, reports, memos, letters, and other documents using word processing, spreadsheet, database, and/or presentation software.
- (12) Conducts research, compiles data, and prepares documents for consideration and presentation.
- (13) Establishes and oversees administrative procedures related to secretarial and clerical operations.
- (14) May perform lead worker responsibilities, including providing general guidance and instruction, assigning and reviewing work, coaching and training, and providing input to the supervisor on staffing decisions and performance management.
- (15) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.