

Missouri Department of Transportation

Code: R01146

Title: Senior Executive Assistant

Exemption Status: Non-Exempt

Grade: 11

Job Description

Effective Date 01-01-2014

**Replaces
(Effective Date)** 08-01-2005

General Summary The senior executive assistant performs secretarial and administrative assistant duties for members of the director's office, chief counsel, or secretary to commission. Responsibilities are performed under general supervision.

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

**Supervisory
Responsibilities** None

Location Central Office - Director's Office; Chief Counsel's Office; or Commission Secretary's Office

Special Working Conditions/Job Characteristics

Examples of Work

- (1) Maintains an appointment calendar, schedules meetings, reserves meeting rooms and 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) 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.
- (4) Maintains a computer-based assignment log for tracking assignments; provides a printout of overdue and uncompleted assignments.
- (5) Types and formats complex forms, letters, speeches, 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; types Commission minutes and agendas.
- (6) Makes travel and hotel arrangements for staff or members of the Highways and Transportation Commission;

may process expense accounts and timesheets.

- (7) Establishes and maintains paper and electronic filing systems for records, correspondence, and other material.
- (8) Attends meetings in order to record minutes; compiles, transcribes, and distributes minutes of meetings.
- (9) May type drafts of contracts, legislative bills, and various related items.
- (10) Organizes and assembles backup information for Commission meetings.
- (11) 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.