

# Missouri Department of Transportation

Code: R01085

Title: Senior Executive Assistant to the Director

Exemption Status: Non-Exempt

Grade: 14

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## **Job Description**

**Effective Date** 01-01-2014

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

**General Summary** The senior executive assistant to the director performs standard, advanced, and confidential secretarial duties requiring broad experience, skill, and knowledge of departmental policies and practices for the director of transportation. Responsibilities are performed under general supervision.

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

**Supervisory  
Responsibilities** Lead Worker Only

**Location** Central Office - Director's Office

**Special Working  
Conditions/Job  
Characteristics**

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## **Examples of Work**

- (1) Manages and maintains the director's calendar; schedules, reserves conference rooms, and gathers files or materials for meetings; makes travel arrangements.
- (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, speeches, 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) Attends meetings in order to record minutes; compiles, transcribes, and distributes minutes of meetings.
- (6) Establishes and maintains paper and electronic filing systems for records, correspondence, and other material.
- (7) Opens, sorts, distributes and tracks incoming correspondence, including faxes and email; drafts

correspondence for the director's review.

- (8) 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.
- (9) Prepares agendas and makes arrangements for various meetings as necessary.
- (10) Prepares invoices, reports, memos, letters, and other documents using word processing, spreadsheet, database, and/or presentation software.
- (11) Conducts research, compiles data, and prepares documents for consideration and presentation.
- (12) Establishes and oversees administrative procedures related to secretarial and clerical operations.
- (13) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (14) 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.**