

Job Title:	Executive Assistant	Wage/Hour Status:	Hourly
Reports to:	Chief Internal Auditor	Pay Grade:	308
Dept/School:	Internal Audit	Date Revised:	April 28, 2023

Primary Purpose

Provide administrative and general office support in matters pertaining to the department. Work under minimal supervision to perform tasks.

Qualifications**Education/Certification**

High School Diploma/GED

OR Higher Education from an accredited institution of higher education

Special Knowledge/Skills

- Passing scores on District's clerical tests
- Strong organization, communication and interpersonal skills
- Knowledge of spreadsheet and database software
- Ability to create forms and documents in Excel and Word
- Ability to coordinate and manage multiple assignments

Experience

Four (4) years related experience

Major Responsibilities and Duties

1. Perform routine typing tasks to generate department documentation, records, and correspondence.
2. Maintain, organize, and file department records for reference to future needs and records retention requirements
3. Schedule appointments and maintain a calendar for the Chief Internal Auditor.
4. Receive and distribute department mail.
5. Coordinate specific work requiring the participation of other departments.
6. Provide reports, correspondence and verbal assistance to District employees, parents, and community members.
7. Provide instructions and support to other employees under the supervisor's direction.
8. Process department payroll for the Chief Auditor's approval.
9. Assist with the preparation of the budget; maintains and monitors the budget account balances for the department.
10. Create purchase requisitions for department supplies/services.
11. Maintain inventory of supplies and equipment, as needed, to maintain efficient and economical operation of the department.
12. Maintain Hotline database and monitor status of incident reports.
13. Prepare and submit Board meeting executive summaries monthly.
14. Assist with gathering of information needed for monthly presentations to the Board.
15. Assist with gathering of documents for open records requests and requests from state/federal agencies.
16. Assist with monitoring and follow-up with departmental submissions.
17. Upload documents to the department's webpages.
18. Research and provide student or financial data for audits/reviews.
19. Manage and process travel arrangements for the Chief Internal Auditor and other department staff.
20. Maintains an optimal level of accuracy for assigned work to ensure compliance with established policies and procedures.
21. Maintain confidentiality of documents/data handled.
22. Prepare, schedule, and organize department meetings and training sessions.
23. Take minutes of meetings, as necessary.
24. Work independently receiving a minimum of detailed supervision and guidance.
25. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise Work Based Learning Student (s)

Equipment Used

Desktop computer, printer, scanner, fax machine, shredder, copier, adding machine, in-focus projector, and calculator

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions, may experience occasional prolonged and irregular hours and use computer for prolonged periods of time

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.